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ABSTRACT

This manual is designed for use with the Apple II microcomputer and software packages for the Microcomputer Vocational Education Reporting System 2.0 MICRO-VERS. It is intended to aid local agencies in building and managing a database of information required by the State Board for reporting vocational program enrollment. An introductory section, intended for agencies new to the system, briefly describes MICRO-VERS and makes suggestions regarding time schedules. Part 2 on system requirements is a description of the hardware required to operate the microcomputer under MICRO-VERS 2.0 and the major updates made from version 1.0. Some suggested sources for course and student data are presented. Part 3, the Operator's Handbook, describes each of the major steps in creating and editing the MICRO-VERS files and printing the required reports. It covers getting started; preparing data disks; entering/editing course, student, and class enrollment information; determining program completions; verifying data on file; and compiling and printing the report. Designed for new users, part 4 is a 57-page MICRO-VERS tutorial. Appendixes include sample forms, a glossary, and a list of resources. (YLB)

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MICRO-VERS

Micro-computer Software for the Vocational Education Reporting System

User's Guide
and
Reference Manual

Illinois State Board of Education
Department of Adult, Vocational and Technical Education

Version 2.0
Apple][+

U.S. DEPARTMENT OF EDUCATION
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I. INTRODUCTION

During the 1982-83 school year the Illinois State Board of Education, Department of Adult, Vocational and Technical Education developed and released the MICRO-VERS software package for use by local educational agencies. The purpose of this microcomputer software is to aid local agencies in building and managing a data base of information required by the State Board for reporting vocational program enrollment.

Version 1.0 of the MICRO-VERS software released in 1982 has been significantly updated after extensive use by LEAs. Programming errors have been corrected, software enhancements made, and the User's Guide completely rewritten. The 1982-83 school year was one which served as a comprehensive field test of the computer system. It is hoped that most of the problems and inconveniences found in Version 1.0 have been corrected.

A. MICRO-VERS 2.0 DESCRIPTION

The MICRO-VERS system is a special-purpose data base manager. The system consists of a series of programs on two 5 1/4" disks which are linked together and may be called upon from a menu by the user.

SOFTWARE FEATURES

* Builds vocational course and student files which contain information necessary for compiling and reporting.
* Data may be input from the keyboard or copied from data disks used in previous years.
* Student data copied from previous years' disks may be automatically updated.
* Several utility programs are included which allow for file search and information retrieval.
* Version 2.0 data disks may be compiled from data disks prepared under Version 1.0.
* C.I.P. codes may be easily converted from O.E. codes and are verified upon entry.
* The use of two disk drives greatly increases operator efficiency.

MICRO-VERS PROGRAMS

The MICRO-VERS software is supplied on two 5 1/4" disks which are compatible with the Apple][, Apple][Plus or Apple][e micro-computers. The disks are labeled in the following manner:

MICRO-VERS PROGRAM DISK
APPLE][VERSION 2.0

MICRO-VERS PRINTER DISK
APPLE][VERSION 2.0

The distribution copies of the above disks contain the following files:

MICRO-VERS PROGRAM DISK

MICRO-VERS DATA MANAGER
INITDISK
ROLLOVER
CIP CODE EDIT
COMPLETER PROGRAM
CIPFILE
TR-PROG
CONTROLFILE
UTILITIES
CIP CONV
COURSE EDIT
STUDENT EDIT
SET-UP

MICRO-VERS PRINTER DISK

ALPHA-COMPLETER PROG
SECONDARY PRT
ADULT PRT
SEARCH PROGRAM
TIE LIST
TIE LIST ADULT
COURSE LIST
SET-UP
MICRO-VERS REPORTS
CONTROLFILE
POTENTIAL-COMPLETERS LIST

MICRO-VERS FILE STRUCTURES

Disks for holding course and student information are supplied by the local agency. During the disk initialization process, the following files are automatically created by the program:

RECMAP
STUDENTRECMAP
PROGPNT
STUDENTPROGPNT
PROGRAMCODES
PROGRAMFILE
VARIABLE
COOP
CIPFILE
STFIL

Each of the above files must reside on each data disk. When various menu items are invoked, appropriate files are read into the main memory of the computer. As data is entered on the keyboard, it is stored in the computer's memory. The disk files are only updated upon exit from the particular routine. It is therefore very important that disks are removed from the drives only after exiting MICRO-VERS using the proper menu item.

Each data disk has space for approximately 500 student records. If additional space is required, multiple data disks will be necessary. The initialization of the multiple disks allows for the copying of updated files. The course files and the C.I.P. code file must be present on each data disk. Menu items direct the user in selectively copying these files.

DISK 1

COURSE FILE	contains information for all courses
CIP FILE	contains all valid C.I.P. codes
STUDENT FILE	contains 1st 500 students in alphabetical order

DISK 2

COURSE FILE	contains copy of course file from Disk 1
CIP FILE	contains copy of C.I.P. code file from Disk 1
STUDENT FILE	contains 2nd 500 students in alphabetical order

DISKS 3 - ?

COURSE FILE	contains copy of course file from Disk 1
CIP FILE	contains copy of C.I.P. code file from Disk 1
STUDENT FILE	each contains up to 500 students in order

B. SCHEDULE FOR DATA ENTRY

Although many factors influence the time when a local agency's Local Plan for Vocational Education is approved, the following time-table depicts an anticipated sequence for compiling program and enrollment data and reporting these data to the State Board. It is very important that time be built into the schedule for training the system operator(s) and upgrading the preceding year's data disks.

SEQUENCE	ACTIVITY
Step 1:	Familiarization and training of MICRO-VERS system operator(s).
Step 2:	Preparation of current year data disks. Includes copying and upgrading of disks from MICRO-VERS 1.0, (if necessary), and incrementing student records.
Step 3:	When the *"Turn-Around-Document"* is received from the State Board, the vocational course file is maintained. LEAs using MICRO-VERS for the first time enter the course information directly from the Turn-Around-Document thus creating the computer file. When the course file has been transferred from the previous year's data disk, the file may simply be verified or modified as needed to match to current Turn-Around-Document. *Course files created under MICRO-VERS 1.0 will require O.E. codes to be changed to their corresponding C.I.P. codes.*
Step 4:	The student file is either created or maintained. Agencies using MICRO-VERS for the first time will create the student file by entering the necessary data on the keyboard. Others will need only enter new students, (ninth graders and adults), and make modifications to other students' records as necessary.

Step 5: Course enrollment information is loaded into the student file from class lists to reflect mid-term enrollment in vocational courses. This procedure, at the LEAs option, may be performed at the end of each mid-term period or all data entered at the end of the school year. When all enrollment data has been loaded, program completers are identified and entered.

Step 6: The reimbursement claim and Parts III, IV and V of the VEDS report is compiled, printed, and ready for submission to the State Board.

Step 7: The completed reports are now ready for delivery to the State Board via the Regional Superintendent of Schools.

C. HOW TO USE THIS MANUAL

Do not let the size of this manual intimidate you. The manual is organized in such a way that is not necessary to read it from cover to cover. This section will describe for the reader the organization and purposes of the various parts of the manual and how to make the most efficient use of them. Read this section in its entirety; then, refer to the section(s) which are of interest.

The *"Introduction"* section gives a brief overview of the MICRO-VERS system and makes some suggestions regarding time schedules. It is intended for agencies which are new to the system.

"System Requirements" is a description of the hardware which is required to operate the micro-computer under MICRO-VERS 2.0 and the major "upgrades" which have been made from Version 1.0. It is important that users who are familiar with MICRO-VERS 1.0 read this section. Some suggested sources for course and student data are also presented in this section.

The *"Operator's Handbook"* describes the various MICRO-VERS 2.0 procedures and gives operating instructions for each of the programs. New users should read this section from the beginning, then use it as a reference as required. This section assumes the operator is acquainted with hardware being used. Questions regarding problems associated with machine operation should be addressed to appropriate hardware documents. Some suggested references are provided in the Appendix to this manual.

The *"MICRO-VERS Tutorial"* is intended for the new user. It presents sample data similar to that encountered by the LEA. These examples will allow the data-entry person to practice and familiarize himself/herself with the system.

II. SYSTEM REQUIREMENTS

A. HARDWARE CONFIGURATION

MICRO-VERS 2.0 will operate on any of the following models of the Apple micro-computer:

Apple][
Apple][Plus
Apple][e

MICRO-VERS 2.0 *requires* that the computer be equipped with 2 disk drives. The disk controller card must be plugged into slot number 6 inside the computer. Note: a single controller card will accommodate 2 disk drives. Users currently using a machine with one disk drive need only purchase an additional drive, not another controller card.

A line printer with appropriate interface card is required to provide final printouts, results of file searches and other program listings as requested. MICRO-VERS 2.0 will accept printers with either 80 or 132 columns of print, (see page III-5). The interface card for the printer must be plugged into slot number 1.

Routines Requiring A Printer

1) Potential Completer List
2) Alphabetized List of Students
3) List of Program Completers
4) Course List

Routines with Optional Printed Output

1) C.I.P. Code List
2) Secondary VEDS and Claims Report
3) Adult VEDS and Claims Report
4) Student File Search

All other output is directed to the video screen only.

B. MICRO-VERS 2.0 SYSTEM SPECIFICATIONS

1. Program Specifications -

* Version 2.0 requires that two disk drives be connected to the micro-computer. This allows easy access to all menu items and disk removal is minimal. The MICRO-VERS Program or Printer disk remains in drive #1 while the data disk is held in drive #2.

* Version 2.0 data disks may be created directly from data disks prepared under Version 1.0 thus eliminating the necessity for complete data re-entry.

* Current data disks may be prepared from the previous year's disk. All twelfth grade and adult students are automatically removed from the file. The grade level is incremented by one year for other students. Therefore, student data entry only involves adding ninth grade and other new students.

* O.E. code numbers have been replaced with the new C.I.P. code numbers. A program has been included which recalls the O.E. code from the course file and allows the LEA to replace it with the appropriate C.I.P. code. The new number is then automatically written into the course file.

* A new file must be located on each data disk which contains the valid C.I.P. codes for the local agency. This file is used for error checking in conjunction with entering new courses or checking cooperative education training station numbers. A complete C.I.P. code file is included on the distribution copy of the MICRO-VERS Program Disk. At the LEA's option, a file may be created which contains only the C.I.P. codes for programs within the agency.

* Two service codes may be included for students classified as either handicapped or disadvantaged.

* Additional listing programs have been included on the MICRO-VERS Printer Disk. These include course listing, completer listing and alphabetic student listing routines.

2. Program Dimensions -

500 courses maximum
150 programs maximum
each course may be a part of up to 9 programs
500 students/disk maximum
number of disks is virtually unlimited
each student may be enrolled in up to 20 courses

C. SOURCES OF DATA

SOURCE	DATA
Turn-Around-Document:	Vocational Program Name Six Digit C.I.P. Code Number Course Name Course Credit (secondary courses) Course Contact Hours (adult courses) Course Approval Code Special Organization Factor
Local Agency Records:	Student Name Sex Grade Level Ethnic/Racial Background Over Age/Under Achiever Category Handicapping Condition Handicap Service Code Disadvantage Condition Disadvantage Service Code Program Completion Category Coop. Training Station C.I.P. code Variable Contact Hours (adult students)
Local Plan for V.E.	Type of Recognition (adult courses)
Local Assignment:	Course ID Number School ID Number (special organization) Student ID Number

III. OPERATOR'S HANDBOOK

The "Operator's Handbook" describes each of the major steps in creating and editing the MICRO-VERS files and finally printing the required reports. The order in which this section is written is the general order in which the steps will be performed, however, in most cases it will not be necessary for the user to read this entire section from beginning to end.

The novice user should begin by practicing the data entry exercises presented in the "Tutorial Section", Part IV. This section can then be used as a reference with regard to the details of system operation.

The "Operator's Handbook" provides little information with respect to operating the computer hardware. These questions should be directed to one or more of the references presented in the Appendix.

A. GETTING STARTED

1. Copying Disks

It is very important that "backup" copies of all program and data disks be made. The copying procedure is easy and the time saved in the event of "disk crash" or other catastrophe more than makes up for the effort.

Perform the following steps **BEFORE** attempting any of the MICRO-VERS procedures. Make at least one copy of each of the following disks:

MICRO-VERS PROGRAM DISK
MICRO-VERS PRINTER DISK
ALL DATA DISKS FROM THE PRECEDING SCHOOL YEAR

PLACE THE ORIGINALS IN A SAFE PLACE

STEPS IN COPYING DISKS

1. Obtain a copy of the "Apple System Master Diskette"
2. With the "System Master" in Drive 1, turn the power switch on or type in **PR#6** <return>*. Wait for the "]" cursor to return.
3. Type: **RUN COPYA** <return>
4. Assuming 2 disk drives are connected, press the <return> key 4 times until the following message appears:

   -- PRESS 'RETURN' KEY TO BEGIN COPY --

5. **Before typing <return>**, remove the "System Master" from Drive 1 and replace it with the disk which is to be copied. Place a new disk, or one which may be erased, in Drive 2. Now, type <return>.
6. The duplication process will take place automatically.
7. When duplication is complete, the following appears:

   DO YOU WISH TO MAKE ANOTHER COPY?

8. **Y** <return> will return you to to prompt in step 4 above. **N** will exit the duplication routine. Additional copies of the same disk may be made or copies of other disks by replacing the original disk with the one which is to be duplicated **before** pressing <return>. *Be sure to label each new duplicate as it is made.*

*In all cases, <return> represents typing the carriage return key on the right of the keyboard, marked RETURN.

2. Running MICRO-VERS Programs

In all cases, unless instructed differently, the MICRO-VERS Program disk is placed in Drive 1. If the disk drives are not labeled, the "IN USE" light on Drive 1 will turn on each time the computer is "powered up" or PR#6 <return> is typed on the keyboard. In most cases, the "Program Disk" is left in Drive 1 while using the MICRO-VERS system. If it is necessary to remove it, instructions will be given on the video screen.

Drive 2 is used for the disk which contains the data files. The operator will be instructed to place a Data Disk in Drive 2 at the proper time. **Data Disks may ONLY be removed from the drive when the MICRO-VERS DATA MANAGER in on the screen or when instructed to do so by the program.** Removal of disks at other times will result in the loss of data.

Note:Files are rewritten to the disk only on return to the "Data Manager". Since power failures and other such problems sometimes occur which could cause data to be lost, it is advisable to periodically return to the "Data Manager" during lengthy data entry sessions.

To run the MICRO-VERS Program, insert the MICRO-VERS Program Disk in Drive 1. Turn the computer power switch to ON. The System will automatically "boot" and the screen with display the "MICRO-VERS DATA MANAGER".

If the computer is already on, place the MICRO-VERS Program disk in Drive 1 and type **PR#6** <return> on the keyboard.

Up to this point, the <return> symbol has been used to indicate that the RETURN key should be pressed. In all cases, the <return> key should be pressed after entering a command or after a line of data. Unless specified, it will be assumed for the remainder of this Manual that the <return> key is to be pressed after entering data.

3. Installing MICRO-VERS 2.9

Data disks prepared under Version 1.0 of the MICRO-VERS system must be converted before they may be used with this version. Version 1.0 was distributed during the 1982-83 school year.

If an attempt is made to load a data disk which was prepared under MICRO-VERS 1.0, an "END OF DATA" error message will occur.

The following procedure will ONLY be necessary when using MICRO-VERS 2.0 with 1982-83 data. DISREGARD in subsequent years.

1. Before preceding with the following steps, make backup copies of each 1982-83 Data Disk. Label the original disk(s) as being prepared under MICRO-VERS 1.0. File them in a safe place after duplication. This step is vitally important as the conversion program alters the file structure on the disk.

2. Invoke the MICRO-VERS Program by following the steps outlined in paragraph 2 above.

3. The conversion routines are contained in a set of utility programs on the MICRO-VERS Program Disk. To use the utilities, exit the "Data Manager" by using menu Option 7. When the exit message and the "]" cursor reappears, type the following:

   RUN UTILITIES

4. When the "Utilities Feature" menu appears, select menu Option 2, "Convert Data Files".

5. You will be instructed to place a Version 1.0 Data Disk into Drive 2. The file conversion takes place automatically after pressing the space bar.

6. MICRO-VERS 2.0 requires that a C.I.P. Code file be placed on the Data Disk. This file contains a list of valid C.I.P. codes and is used to verify the code when entered from the keyboard. This file may be easily transferred from a master C.I.P. Code file on the MICRO-VERS Program Disk. Answer Y(es) to the prompt regarding transfer of the C.I.P. file and press the space bar to begin the transfer.

OPTIONAL PROCEDURE:

A C.I.P. Code file which contains only the valid codes for your particular agency may be created. This file might be more helpful in checking for data entry errors. To create this file, answer N(o) to the above prompt and refer to Section C of the "Operator's Handbook" regarding adding C.I.P. Codes.

7. The O.E. Codes contained in the course files created under MICRO-VERS 1.0 may be easily converted to their corresponding C.I.P. codes with menu **Option 3**. Each O.E. Code is read from the course file and displayed on the screen. By entering the corresponding C.I.P. Code from the list supplied by the State Board, the file is automatically updated.

   Occasionally, an O.E. Code of "0" may be displayed. This is caused when courses have been deleted from the Version 1.0 files. Simply re-enter a "0" in each of these cases. They should not appear again.

8. The updating of this Data Disk is now complete. The above procedure must be repeated for each Data Disk in the set when multiple disks are being used.

   Be sure to label each Data Disk as being prepared under MICRO-VERS 2.0. When conversion has been completed, make backup copies of each disk, placing the original in a safe place.

Printer Format Setup

MICRO-VERS 2.0 allows the user to set two printer parameters to enhance printed copy. Local agencies using the Social Security number in place of the student ID has the option to select printed output in the form, XXX-XX-XXXX.

Agencies using a printer with a 132 column carriage can take advantage of the wider paper.

Default parameters consist of the standard student ID and 80 column print format. If these are desired, no change is necessary.

To change either of print formats, select menu **Option 1** from the "Utilities Feature". Following the instructions will result in print format update.

4. How to Report a Problem

Menu **Option 4** in the "Utilities Feature" creates a form which can be used to describe a problem and request assistance. After selecting Option 4, a "Trouble Report" is prepared which may be filled out and mailed to:

MICRO-VERS Technical Assistance Coordinator
Illinois Vocational Curriculum Center
Sangamon State University
Springfield, IL 627[[

B. PREPARING DATA DISKS

1. Organizing Information for Data Disks

Local agencies with more than 500 students must follow a systematic procedure for creating Data Disks. Data files on each disk have space for up to 500 students. Therefore, large LEAs will require additional Data Disks for each 500 students or portion thereof.

Agencies with 500 or fewer students need not take any special precautions when creating Data Disks. The following directions apply to larger LEAs using multiple Data Disks.

The "MICRO-VERS Data Manager" must have access to and be able to manipulate three data files simultaneously--the Course File, the CIP File and the Student File.

The Course File and the CIP File are contained on every Data Disk as they are transferred onto the disk during the initialization process. The complete student file, however, is partitioned into blocks of 500 students and placed on several Data Disks.

In order that a particular student record may be found, either by the operator or the computer, it is necessary that students be placed on Data Disks in *"blocked alphabetical order"*. Blocked alphabetical order simply means that although the student records do not have to be in alphabetical order on a particular disk, alphabetical order is used to block the entire student population into groups of 500 for data entry.

Arrange the entire student population alphabetically. Partition the student records into blocks not exceeding 500 with breaks occurring between letters of the alphabet.

Leave space in a block to add students due to new enrollments. For example, if 497 students are in the A - G block, it might be well to re-define the block A - F to allow for more than 3 additional students to be added to the file.

When the student population has been "blocked" into subfiles of fewer than 500 students, the Data Disks may be initialized for data entry.

Separate sets of Data Disks should be prepared for adult vocational programs and students. Follow the same direction as presented for secondary programs.

2. Initializing Data Disks

All diskettes used as Data Disks for the MICRO-VERS system must be initialized using menu Option 5 from the "MICRO-VERS Data Manager". In addition to formatting the disk for use by the Apple computer, the program places several files which the programs require for storing information.

A Data Disk is initialized at the time it is first used with the MICRO-VERS System. LEAs using a single Data Disk (i.e. those with fewer than 500 students) will initialize one disk only--at the beginning of the data entry process. Larger agencies will initialize a Data Disk at the beginning of the data entry process and each time an additional one is necessary to hold the next 500 students. If data is being transferred and updated from Data Disks used a previous year, each disk is initialized as it is transferred.

Select Option 5, "Initialize A New Data Disk" from the Data Manager Menu.

Place a new disk into Drive 2. A disk which contains obsolete information may be used over again.

The initialization process erases all information on the disk. Take care to insure that the disk in Drive 2 contains no information which is of value.

Type in GO on the keyboard. The initialization process will now take place. EX will return you to the "Data Manager Menu" and abort the initialization routine.

The CIP Code File

When the disk has been formatted, the following message will appear on the screen:

SHOULD THE CIP CODE FILE BE TRANSFERRED?

A CIP Code file must reside on each Data Disk. In most cases, this prompt will be answered Y(es). A CIP Code file will either be transferred from the master file on the Program Disk or from a CIP Code file on another Data Disk which has been generated by the user.

The times when the user will respond N(o) is when:

(a) initializing a single Data Disk or the first in the series of multiple Data Disks and it is desired that the CIP Code file will be created from the keyboard.
(b) the CIP Code file has already been transferred to the Data Disk, i.e. through the Conversion Routine.

Directions for creating this "custom-made" CIP Code file is presented in Section C, page III-16.

After pressing the 'Y' answer, the computer will request that the disk containing the CIP Code file be placed in Drive 1. The Program Disk, which currently is in Drive 1, contains a master CIP code file. If it is desired that a complete list of C.I.P. Codes be transferred to the Data Disk, no disk switch is necessary. Press the space bar to continue.

If it is desired that a CIP Code file be transferred from another Data Disk, remove the Program Disk from Drive 1 and replace it with the appropriate Data Disk before continuing. You will be instructed when to replace the Program Disk into Drive 1.

The Course File

A course file which contains the vocational course and program information must also reside on each Data Disk. This file may either be created by entering course information from the keyboard or it may be transferred from another Data Disk. This decision is made in response to the following prompt:

IS THERE A COURSE FILE TO TRANSFER?

This prompt is answered Y(es) when it is desired to copy the course file from another disk. Instances where this occurs are:

(a) when building a Data Disk for the current school year which is to be updated from the previous year. The course file may be copied directly from the previous year's disk. If modifications to course information are necessary, they may be made as described in Section C. *Note: the previous year's disk must be one which was either created under MICRO-VERS 2.0 or one which was converted using the procedure outlined in Section A.*

(b) when the disk being initialized is the second (or third or fourth etc.) in a series of multiple disks. In this case the course file will be transferred from the first Data Disk, i.e. the one which contains the beginning of the alphabet.

When the Y(es) response has been keyed in, the operator will be directed to place the disk with the course file in Drive 1. The transfer will then take place.

The N(o) response will be made when the course file is to be entered from the keyboard using the procedure described in Section C. The N(o) response is most typically used when initializing the first Data Disk, the first time the MICRO-VERS System is being used.

The Student File

The student file transfer routine transfers a student file from one Data Disk to another and automatically updates it with respect to grade level. This option is used when it is desired to copy the preceding year's student file, make the necessary grade level adjustments and then add new students to the file.

The program automatically searches the student file and:

(a) increments the student grade level for each student listed in grades 9, 10, and 11.

(b) deletes all student records with grade level 12 and grade level 30, (adults).

The following message prompts the student file transfer:

IS THERE A STUDENT FILE TO TRANSFER?

The Y(es) response will begin the transfer and grade level update. The Data Disk containing the previous year's student file is placed in Drive 1.

Since the student file is altered significantly, a printed copy of the alterations is produced. The printer must be connected to the computer at this time.

If the student file is to be created as it is entered from the keyboard, as when using the MICRO-VERS System for the first time, a N(o) response is given to the above prompt.

File initialization is now complete.

Where to go from here

(a) If a CIP Code file was not transferred, go to Section C, "Editing a CIP Code File" and create a CIP File.

(b) If a Course file was not transferred, go to Section C, "Entering New Course Information". If a Course file was transferred, go to Section C, "Verifying Current Course Information" and, if necessary, "Editing Course Information".

(d) If a Student file was not transferred, follow a, b, and c above and go to Section D, "Entering Student Information". If a Student file was transferred and updated, go to Section D, "Verifying Student Information" and then to "Entering Student Information".

C. ENTERING/EDITING COURSE INFORMATION

The vocational course and program information must be entered, verified and edited before preceding with student data.

When using multiple Data Disks, (more than 500 students), **every** disk must be verified for correct course data and the same errors or modifications edited on on **every** disk. Every Data Disk must contain a correct Course file.

1. Verifying Current Course Information

This step is bypassed if the agency is entering course data for the first time. Proceed to Paragraph 3,"Entering New Course Information". Return to this paragraph after finishing the data entry.

Two routines are available for listing vocational course and program information which is currently in the Course File. A video screen listing of the "Course Name", the "Course ID Number" and "C.I.P. Codes" is available as an "on-line" function in the *Update Course Routine*.

The complete information in the Course File may be printed out from a routine contained on the "MICRO-VERS Printer Disk". Directions for using these routines follow.

To obtain a screen listing of the course names, IDs and codes, select **Option 1**, Update Course File", from the "Data Manager" menu.

The "Course Update Routine" menu will now be displayed on the screen. To verify course information, select **Option 3**, "List Course Information", from this menu. Course names, ID numbers and C.I.P. codes will be displayed on the screen for verification.

A complete "hard-copy" listing of the Course file may be obtained in another manner.

Select **Option 6**, "MICRO-VERS Reports", from the "Data Manager Menu". You will be instructed to replace the disk in Drive 1 with the "MICRO-VERS Printer Disk". After making this disk change, the "MICRO-VERS Reporting Feature" menu will be displayed.

Select **Option 4**, "Course List", from this menu. The printer must be connected to the computer to complete this listing. Screen output is not available. Return to the "Data Manager" menu using **Option 6** after the listing is completed.

2. Editing Course Information

The following procedure should be followed to make modifications in the Course File. If new courses are to added to the file, refer to Paragraph 3 below.

Remember, identical Course Files must be placed on each Data Disk. If there are multiple Data Disks, the same modifications must be made to the Course File on <u>each</u> disk. Place the first Data Disk into Drive 2, follow the directions below. Exit to the "Data Manager", replace the Data Disk in Drive 2 with the subsequent disks and repeat.

Enter the "Course Update Routine" by selecting Option 1 from the "Data Manager" menu.

To modify course data, select Option 2, "Edit Course Data", from this menu.

The program will request that the Course Name or the Course ID Number where the modifications are to be made be entered.

Using the course name results in the computer searching the Course file for the proper name. The course name must be entered 'exactly' as it was originally. This process takes over 4 times longer to locate the course than using the course ID number.

To enter a course ID number, press the <return> key as the first character of the course name. This will move the '?' cursor down to the ID position. Key in the course ID number.

The computer now allows the operator to check the entry and make any corrections before continuing. The following options apply:

'R' removes the data as entered and returns the screen for re-entry.

'RETURN' enters the course edit routine and returns for further course editing after modifications have been made.

'ESC'* enters the course edit routine and exits to the "Course Update Routine" menu after modifications have been made.

*ESC refers to the ESCAPE key located on the left of the keyboard, next to the 'Q' key.

Note:To leave the course edit routine without editing any course, i.e. when entered by mistake, press the 'ESC' key as the first character in the Course Name to return to the "Course Update Routine" menu.

The course information currently in the file is displayed on the screen. The '?' cursor initially is placed on the first character of the course name. As the <return> key is pressed, the cursor advances to the next variable. Corrected information is entered by typing over current data.

Note:The Course ID Number cannot be changed using this option. The MICRO-VERS file structure is such that alterations in this manner are not possible. If the Course ID Number is incorrect, delete the entire course from the file following instructions later in this paragraph. Then, add the course to the file again with the correct ID number using directions found in paragraph 3 below.

Once the cursor has been advanced past the last variable, the operator may correct any errors in the modifications by responding N(o) to the "IS THIS CORRECT? Y/N" prompt. Errors may also be corrected in an entry line by backspacing and re-typing. This can be used, however, only before the <return> key has been pressed to enter a line of data.

Upon pressing the Y(es) response, the C.I.P. Code Number for each vocational program in which the course belongs is listed. The operator is directed to:

DELETE S(ELECTED, A(ALL OR E(XIT?

'S' permits the course to be deleted from a selected program in which it appears. The operator will then be directed to select the program for deletion from the C.I.P. Codes listed.

'A' permits the course to be deleted from all programs in which it appears, i.e. this deletes the course from the file.

'E' exits the "course edit routine".

A final chance is given before any permanent changes are made in the Course File on the disk. The "SAVE THE CHANGES Y/N?" prompt allows the operator to:

'Y' the modifications are correct, write the corrected record into the Course File.

'N' do not modify the Course File. All modifications will be nullified. The Course File will remain as is.

Note: The "Edit Course Data" option may be used to verify course information without making any changes to the file. Follow the directions above. Move the cursor down through the data with the <return> key after reading them from the screen. Answer Y(es) to the "IS THIS CORRECT" prompt and exit the routine with the E(xit response. Respond to the "SAVE THE CHANGES" prompt with N(o) as no changes were made.

IMPORTANT: RETURN TO THE "DATA MANAGER" BEFORE REMOVING THE DATA DISK. OTHERWISE ANY MODIFICATIONS MADE WILL BE LOST.

3. Entering New Course Information

This option is used to add courses which are not currently on the Data Disk in the Course File. Enter the "Course Update Routine" from the "Data Manager" menu with **Option 1.**

Remember, identical Course Files must be placed on each Data Disk. If there are multiple Data Disks, the same courses must be added to the Course File on <u>each</u> disk. Place the first Data Disk into Drive 2, follow the directions below. Exit to the "Data Manager", replace the Data Disk in Drive 2 with the subsequent disks and repeat.

Select **Option 1,** "Enter New Courses" from the "Course Update Routine". The screen which is displayed directs the operator to enter the requested course information. Most of this information may be found on the *"Turn-Around-Document".*

Definitions for each of the variables to be entered may be found in the MICRO-VERS Tutorial, Part IV of this Manual, page IV-10.

The program C.I.P. Code as entered is checked against the CIP file on the Data Disk. The program will not accept a number which does not match. If repeated attempts to enter a C.I.P. Code fail, exit to "Data Manager" and then list the codes on file as explained in Paragraph 4 below.

Enter the data onto the screen. The '?' cursor will move as each character is typed. Errors within a line may be corrected with the backspace, (left arrow), key. The <return> key enters the data and advances the cursor to the next line. Where no data is to be entered, (left blank), simply press <return> to advance to the next line.

When the last variable has been entered, the computer allows the operator to check the entry and make any corrections before continuing. The following options apply:

'R' removes the data as entered and returns the screen for re-entry.

'RETURN' enters the course data and returns for the input of additional courses.

'ESC' enters the course data and exits to the "Course Update Routine" menu.

When entering several courses in succession, the "Course Input Screen" will return with the same Program Name and C.I.P. Code inserted as before. If the course to be entered belongs to the program displayed, type <return> as the first character of the Program Name. The cursor will move directly to the Course Name line and data entry may proceed.

If a new Program Name is to be entered, type the name over the current one. This will allow for both a new Program Name and C.I.P. Code to be entered.

Note: To leave the "Enter New Courses" routine immediately without typing in course information, i.e. when entered by mistake, press the 'ESC' key as the first character in the Program Name to return to the "Course Update Routine" menu.

IMPORTANT: RETURN TO THE "DATA MANAGER" BEFORE REMOVING THE DATA DISK. OTHERWISE, ANY COURSES ENTERED WILL BE LOST.

4. Editing the C.I.P. Code File

Each Data Disk must contain a CIP File which contains a list of valid C.I.P. Codes. These codes are used when checking for errors in data entered from the keyboard. An error message will be given when a C.I.P. Code does not match the CIP file.

If there are multiple Data Disks, the CIP File must be edited in the same manner on each disk. Place the first Data Disk into Drive 2, follow the directions below. Exit to the "Data Manager", replace the Data Disk in Drive 2 with the subsequent disks and repeat.

Verifying C.I.P. Codes in the File

Select **Option 4**, "Update CIP Code File", from the "Data Manager" menu to load the "CIP Code File Edit Program".

A list of C.I.P. Code numbers and vocational program names which are in the CIP File may be obtained with **Option 4** in the "CIP Code File Edit Program" menu. Output can be directed to the video screen or to the printer.

Adding C.I.P. Codes to the File

The CIP file may be created during disk initialization by transferring it from the master file on the "MICRO-VERS Program Disk" or from another Data Disk. The CIP file may also be created with this routine.

Some agencies may find it advantageous to create a CIP file containing only the codes for the vocational programs of the agency. This routine will build that file.

To create a C.I.P. Code file or to add codes to an existing file, select **Option 1** from the "CIP Code" menu.

The six-digit C.I.P. Code for the vocational program and the vocational program title is typed into the keyboard. It is very important that the C.I.P. Code is taken directly from the "Turn-Around-Document" and that it matches the proper code as shown on the list of codes supplied by the State Board .

After typing in the code and program title the following options are displayed:

(1)	SAVE	Enters the code into the file and returns the screen for additional entries.
(2)	SAVE & EXIT	Enters the code into the file and exits to the "CIP Code" menu.
(3)	RE-ENTER	Removes the entry and returns the screen for re-entry.

Editing the Program Name

The vocational program name that corresponds with a C.I.P. Code on file may be edited using Option 2, "Change an Existing CIP Code". A C.I.P. Code number cannot be altered using this option. If the C.I.P. Code number on file is incorrect, the code must be deleted and re-entered.

Select Option 2 from the "CIP Code" menu. Enter the code number for the program title which is to be modified. The current title will be displayed and corrections to the title may be made.

Removing a C.I.P. Code from the File

A C.I.P. Code may be removed from the CIP File using Option 3 from the "CIP Code" menu. The code number which is to be deleted is typed into the keyboard. Once it has been verified, the code is removed from the file.

To alter a C.I.P. Code number which is in the CIP File, delete the incorrect number using this option. Add the correct code number and program name using Option 1 as directed above.

IMPORTANT: RETURN TO THE "MICRO-VERS DATA MANAGER" BEFORE REMOVING THE DATA DISK. OTHERWISE ANY MODIFICATIONS MADE TO THE CIP FILE WILL BE LOST.

Where to go from here

(a) If the MICRO-VERS System is being used for the first time, a Data Disk is now prepared which contains a Course File containing all of the vocational courses entered from the "Turn-Around-Document". A CIP File which has been transferred from the "MICRO-VERS Program Disk" or has been created from the C.I.P. Codes found on the "Turn-Around-Document" also resides on the Data Disk. At this point, student demographic data should be loaded to create a Student File as explained in Section D.

(b) If the data contained on the Data Disk has been transferred and upgraded from the previous year, it should contain a verified Course File and CIP File. If multiple Data Disks are being used, each disk should contain verified Course and CIP Files. At this point student demographic data should be verified as explained in Section D and then new students added to the file.

D. ENTERING/EDITING STUDENT INFORMATION

Once the vocational course information has been loaded and each Data Disk contains a verified Course and CIP File. The student demographic data may be entered and verified. This step must be completed before any enrollment information may be loaded.

1. Verifying Student Information

This step is bypassed if the agency is entering student data for the first time. Proceed to Paragraph 2, "Entering New Students' Information". Return to this paragraph after finishing the data entry.

A routine is available which produces a print-out of the Student File listed in alphabetical order. This procedure should be executed to verify the Student File after transferring and updating data from the previous school year. In addition, this procedure should be used to verify the entire Student File upon completion of data entry.

If the Student File is partitioned onto multiple Data Disks, the following steps must be completed for each disk. Switch the disks only when the "Data Manager" menu is displayed.

To obtain an alphabetized list of students, select **Option 6**, "MICRO-VERS Reports", from the "Data Manager" menu. You will be instructed to replace the disk in Drive 1 with the "MICRO-VERS Printer Disk". After making the disk change, the "MICRO-VERS Reporting Feature" menu will be displayed.

Select **Option 3**, "Student/Completer Alpha List" from this menu. When the "Alpha/Completer" option list is displayed, select **Option 1**, "Alpha List of Students". The printer must be connected to the computer to complete this option.

Return to the "Data Manager" using **Option 3** to get to the "Reporting Feature" and then **Option 6**.

Review the printed output and correct where necessary. Refer to Paragraph 3, "Editing Student Information" to enter these modifications into the Student File.

Note: Alphabetizing is slow. Be prepared to let the computer work for several hours. A full Data Disk will require about four hours for the sorting to take place. It will automatically begin to print the list when the sorting is completed. The computer may be left unattended during this period.

2. Entering New Students' Information

This routine is used to add student records to the Student File. This procedure is used when:

(a) building a Student File for the first time, i.e. new MICRO-VERS users.

(b) adding new students to the current Student File, i.e. new enrollments/9th graders.

Before adding students to the file, design a disk organization plan if your agency has more than 500 students enrolled. See Section B, Paragraph 1 for details in planning for multiple Data Disks.

Place the disk with the proper "alphabetized block" of students into Drive 2. If you are creating the Student File for the first time, place the Data Disk which has the Course and CIP Files into Drive 2.

Select **Option 2**, "Update Student File" from the "Data Manager" menu. The "Student File Update Routine" will be loaded for execution.

Select **Option 1**, "Add Students to File", from this menu. The screen which is displayed directs the operator to enter the required student information. Most of this information may be found in agency student records or guidance files.

Some agencies may prefer to use a "STUDENT RECORD FORM"* which provides spaces to enter the appropriate data for each student. Each variable on the form is in the proper order for data entry into the computer.

Definitions for each of the variables to be entered may be found in the Appendix, Part V of this Manual. Codes to be used for data entry may be found on the reverse side of the "STUDENT RECORD FORM" which is also in the Appendix and in the MICRO-VERS Tutorial, page IV-27.

Enter the data onto the screen. The '?' cursor will move as each character is typed. Errors within a line may be corrected with the backspace, (left arrow), key. The <return> key enters the data and advances the cursor to the next line. Where no data is to be entered, (left blank), simply press <return> to advance to the next line.

*See Appendix for sample "STUDENT RECORD FORM". This form may be

photo-copied and used for data entry.

Data is checked for appropriate code as it is entered. Data which is out of the assigned range will not be accepted by the computer. Check the codes in the Appendix if repeated attempts to enter data fail.

Up to 2 Service Codes may be entered for students claimed as either Handicapped or Disadvantaged. If no Condition code is entered, the cursor bypasses the Service Code entry.

When the last variable has been entered, the computer allows the operator to check the entry and make any corrections before continuing. The following options apply:

'R' removes the data as entered and returns the screen for re-entry.

'RETURN' enters the student data and returns for the input of additional students.

'ESC' enters the student data and exits to the "Student Update Routine" menu.

Keep track of the number of student records which have been entered. If pausing in the middle of data entry, mark your place. Exit the "Add Students" routine as described above and return to the "Data Manager" before removing the Data Disk and turning off the computer.

Follow the disk organization plan for multiple Data Disks if your agency has more than 500 students. When the end of the "alphabetized block" is reached, return to the "Data Manager" and initialize another disk. Make back-up copies of all Data Disks.

Periodically, the screen will pause for a few seconds or go blank. This usually occurs after entering each 12 students. This is normal. The computer is organizing the files and storing information. When the cursor returns, continue adding data.

Note: To leave the "Add New Students" routine immediately without typing in student information, i.e. when entered by mistake, press the 'ESC' key as the first character in the Student Name to return to the "Student Update Routine" menu.

IMPORTANT: RETURN TO THE "DATA MANAGER" BEFORE REMOVING THE DATA DISK. OTHERWISE, ANY STUDENTS ENTERED WILL BE LOST.

3. Editing Student Information

The following procedure should be used in making modifications to the Student File. A listing of the Student File can be made to assist in the process. See Paragraph 1 above for directions in verifying student records.

Organize the student records which are to modified into the same "alphabetized blocks" as the Data Disks. Place the proper Data Disk in Drive 2. Remember to return to the "Data Manager" before changing Data Disks.

Enter the "Student Update Routine" by selecting Option 2, from the "Data Manager" menu.

To modify student data, select Option 2, "Edit Student Entries" from the "Student Update" menu. A request will then be made to enter the Student ID Number for the record to be modified.

Note: To exit the "Student Edit Routine" without editing, i.e. when entered by mistake, press the 'ESC' key as the first character in the ID number.

The computer now allows the operator to check the entry and make any corrections before continuing. The following options apply:

'R' removes the ID Number as entered and returns the screen for re-entry.

'RETURN' enters the student edit routine and returns for further editing after modifications have been made.

'ESC' enters the student edit routine and exits to the "Student Update Routine" menu after modifications have been made.

Note: To leave the student edit routine without editing any data, i.e. when entered by mistake, press the 'ESC' key as the first character in the Student Name to return to the "Student Update Routine" menu.

The student information currently in the file is displayed on the screen. The '?' cursor initially is placed on the first character of the student name. As the <return> key is pressed, the cursor advances to the next variable. Corrected information is entered by typing over current data.

Note: The Student ID Number cannot be changed using this option. The MICRO-VERS file structure is such that alterations in this manner are not possible. If the Student ID Number is incorrect, delete the entire student from the file following instructions later in this paragraph. Then, add the student to the file again with the correct ID number using directions found in paragraph 2 above.

Once the cursor has been advanced past the last variable, the operator may correct any errors in the modifications by responding N(o) to the "IS THIS CORRECT? Y/N" prompt. Errors may also be corrected in an entry line by backspacing and re-typing. This can be used, however, only before the <return> key has been pressed to enter a line of data.

Upon pressing the Y(es) response, each course in which the student is enrolled is listed. The operator is directed to:

A(DD, D(ELETE OR E(XIT?

'A' permits a course to be added to the student's record, i.e. the student is added to the class enrollment. The operator will be asked to answer several questions regarding the type of course to be added and finally the course ID number. If a cooperative education course is being added, the C.I.P. Code for the training station is also requested.

'D' permits a course to be deleted from the student's record, i.e. the student is removed from the class. The operator will then be directed to select the course for deletion from those listed. If the course to be deleted is a cooperation education course, the C.I.P. Code for the training station is also requested.

'E' exits the "Student Edit Routine".

A final chance is given before any permanent changes are made in the Student FIle on the disk. The "SAVE THE CHANGES Y/N?" prompt allows the operator to:

'Y' the modifications are correct, write the corrected record into the Student File.

'N' do not modify the Student File. All modifications will be nullified. The Student File will remain as is.

Note: The "Edit Student Data" option may be used to verify student information without making any changes to the file. Follow the directions above. Move the cursor down through the data with the <return> key after reading them from the screen. Answer Y(es) to the "IS THIS CORRECT" prompt and exit the routine with the E(xit response. Respond to the "SAVE THE CHANGES" prompt with N(o) as no changes were made.

IMPORTANT: RETURN TO THE "DATA MANAGER" BEFORE REMOVING THE DATA DISK. OTHERWISE ANY MODIFICATIONS MADE TO THE STUDENT FILE WILL BE LOST.

Deleting Students from the File

Organize the student records which are to deleted into the same "alphabetized blocks" as the Data Disks. Place the proper Data Disk in Drive 2. Remember to return to the "Data Manager" before changing Data Disks.

Select **Option 2** from the "Data Manager" menu.

To delete a student from the file, select **Option 3**, from the "Student File Update Routine". This program is used when an entire student's records is to be removed from the file or when correcting an incorrect student ID number as described above.

Type in the Student ID Number for the student which is to be removed from the file.

The computer now allows the operator to check the entry and make any corrections before continuing. The following options apply:

'R' removes the ID Number as entered and returns the screen for re-entry.

'RETURN' enters the delete student routine and returns for further deletions.

'ESC' enters the delete student routine and exits to the "Student Update Routine" menu after deletions have been made.

Note: To exit the "Delete Student Routine" without deleting, i.e. when entered by mistake, press the 'ESC' key as the first character in the ID number.

Where to go from here

Once the student demographic data has been entered, verified and edited, if necessary, the class enrollment may be entered.

Class enrollment is entered from class lists and may be completed after mid-term of each quarter or semester. Section E provides directions for entering the class enrollment information.

E. ENTERING CLASS ENROLLMENT INFORMATION

Class enrollment data may be entered into the computer after mid-term enrollment has been verified. Enrollment data may be entered once every term or the information files until after the mid-term of the last quarter/semester when data for all terms is entered at that time.

Due to the nature of the file structures and the compiling procedures, four different routines are used to enter enrollment information--each for a different type of class.

1. Regular Class Enrollment

Classes in which the student is enrolled are placed in the student's record in the Student File using this routine. A regular class is any vocational class which is not included in any of the other categories below.

Although a cooperative education class has a classroom component to it, enrollment information is not be entered using this routine. All cooperative education class enrollment, (included related classes), is entered as described in Paragraph 2 below.

Adult education classes in which every student receives the same number of clock hours of credit are also entered with this routine. Check the verification course lists. If an adult class shows 'VAR' as the class credit, enrollment should be entered as described in Paragraph 3 below.

If multiple Data Disks are used, insert the disk with the first "alphabetized block" into Drive 2. Complete the class enrollment in each class for the students on this disk. Mark the last student on each class list which has been entered before moving on to the next class list. When enrollment for this block has been entered, exit to the "Data Manager" and replace the Data Disk in Drive 2 with the subsequent Data Disk. Repeat until all regular class enrollment has been entered.

Select Option 2, "Update Student File" from the MICRO-VERS "Data Manager" menu.

When the "Student Update File" menu is displayed, select Option 4, "Enter A Class List".

Enter the Course ID Number for the class in which students are to be enrolled.

Spaces for entering the ID numbers of 36 students will be displayed on the screen. The '?' cursor moves as the ID number is typed. The 'left arrow' key may be used to backspace and correct errors before the <return> has been pressed to record a number. The <return> key enters an ID number and advances to the next space.

The '<' key may be used to back up to the previous ID number to make corrections. Any ID numbers which are "backed over" to get to a mistake must be retyped.

After all ID numbers in the "alphabetized block" have been entered, pressing 'ESC' will exit to the "Student Update" menu. Re-enter the "Class List" routine and continue adding enrollment to other classes.

If more than 36 students are to be entered, fill all of the spaces with ID numbers. The data will be automatically saved after the 36th student has been entered. Re-enter the routine using the same Course ID number. An additional 36 students may be entered. This process may be repeated indefinitely.

Check the ID numbers on the screen before exiting. Corrections can either be made by "backing up" and retyping or by adding or deleting a course from a student's record as described in Section D, Paragraph 3.

Note: Due to the MICRO-VERS file structures, the speed and memory size of the computer, no facility exists for listing the enrollment for a given class. Double check for possible errors at this point.

IMPORTANT: RETURN TO THE "DATA MANAGER" BEFORE REMOVING THE DATA DISK. OTHERWISE ANY ENROLLMENT DATA ADDED TO THE STUDENT FILE WILL BE LOST.

2. Cooperative Education Class Enrollment

For funding and reporting purposes, cooperative education students must be identified by the C.I.P. Code of their employment training station. All enrollment in cooperative education classes must therefore be entered using the following procedure.

This Option will only accept six-digit C.I.P. Codes that have previously been entered on the Course File. Prior to continuing with coop. class enrollment, determine if any of the students' training station job C.I.P. Codes do not currently appear in the Course File. These C.I.P. Codes also must appear in the CIP File.

If there are training station C.I.P. Codes that are not in the Course File, follow the instructions found in Section C, Paragraph 3, "Entering New Course Information", to load a "dummy" course in each of the programs that correspond with the C.I.P. Codes of the training stations. Place the following information in Course File for each:

PROGRAM NAME: Use proper vocational program title
PROGRAM CIP : Use proper C.I.P. Code
COURSE NAME : DUMMY
COURSE ID : D1, D2 ,D3 . . . etc.

Leave the rest of the variables blank. When a program has been added for each training station, return to the "Data Manager".

Organize the class lists for the coop. classes into the "alphabetized blocks" as before. Enter the C.I.P. Code for each student's training station next to his/her ID number on the class list.

Place the Data Disk with the first "alphabetized block" in Drive 2. Select **Option 2**, "Update Student File", from the "Data Manager" menu.

Select **Option 6**, "Enter Coop. Classes", from the "Student Update" menu.

Spaces for entering the enrollment information for 14 students will be displayed on the screen. The '?' cursor moves as the information is typed. The 'left arrow' key may be used to backspace and correct errors before the <return> has been pressed to record a number. The <return> key enters an ID number and advances to the next space.

The '<' key may be used to back up to the previous data to make corrections. Any numbers which are "backed over" to get to a mistake must be retyped.

The file structure for the cooperative education classes is significantly different than for regular classes. Therefore, more information must be entered. In addition to the student ID number and the training station C.I.P. Code, enter the following:

CREDIT: Number of credits per term, See Definitions in the Appendix.

TERMS: Number of terms for full credit, See Definitions

SO: Special Organization, Y or blank, See Definitions

After all information in the "alphabetized block" has been entered, pressing 'ESC' will exit to the "Student Update" menu. Re-enter the "Coop Class List" routine and continue adding enrollment to other classes.

If more than 14 students are to be entered, fill all of the spaces with the first 14 students' information. The data will be automatically saved after the 14th student has been entered. Re-enter the routine again. An additional 14 students may be entered. This process may be repeated indefinitely.

Check the information on the screen before exiting. Corrections can either be made by "backing up" and retyping or by adding or deleting a course from a student's record as described in Section D, Paragraph 3.

IMPORTANT: RETURN TO THE "DATA MANAGER" BEFORE REMOVING THE DATA DISK. OTHERWISE ANY ENROLLMENT DATA ADDED TO THE STUDENT FILE WILL BE LOST.

3. Adult Class Enrollment with Variable Contact Hours

Organize the adult class lists into the "alphabetized blocks" as before if necessary. Enter the clock hours of credit for each student next to his/her ID number on the class list.

Place the Adult Data Disk with the first "alphabetized block" in Drive 2. Select Option 2, "Update Student File", from the "Data Manager" menu.

Select Option 5, "Enter Variable Contact Hours", from the "Student Update" menu.

Enter the course ID number for an adult course which has variable contact hours.

Spaces for entering the enrollment information for 15 students will be displayed on the screen. The '?' cursor moves as the information is typed. The 'left arrow' key may be used to backspace and correct errors before the <return> has been pressed to record a number. The <return> key enters an ID number and advances to the next space.

The '<' key may be used to back up to the previous data to make corrections. Any numbers which are "backed over" to get to a mistake must be retyped.

After all information in the "alphabetized block" has been entered, pressing 'ESC' will exit to the "Student Update" menu. Re-enter the "Variable Contact Hours" routine and continue adding enrollment to other classes.

If more than 15 students are to be entered, fill all of the spaces with the first 15 students' information. The data will be automatically saved after the 15th student has been entered. Re-enter the routine again. An additional 15 students may be entered. This process may be repeated indefinitely.

Check the information on the screen before exiting. Corrections can either be made by "backing up" and retyping or by adding or deleting a course from a student's record as described in Section D, Paragraph 3.

4. Special Education Cooperative Education Class Enrollment

This procedure is to be used only for entering special education cooperative education class enrollments. The C.I.P. Code as found on the "Turn-Around-Document" is 59.0106. Enter cooperative education classes will all other C.I.P. Codes as directed under Paragraph 2 above.

The procedure used here is identical to the one presented in Paragraph 2, "Entering Cooperative Education Classes". With the following exception, all directions in that paragraph apply. The operator should turn to that paragraph and proceed.

After placing the proper Data Disk in Drive 2 and entering the "Student Update" routine as directed, select Option 7, "Enter Special Ed. Coop. (59.0106)".

Where to go from here

After all enrollment information has been entered depicting mid-term enrollment for each term, "program completions" may be entered.

F. DETERMINING PROGRAM COMPLETIONS

This routine produces a print-out listing each twelfth grade student in the file who is enrolled in one or more training level courses. This list of "potential program completers" may then be checked against local records to verify that the students have completed a sequence of courses comprising the vocational program with which they have been identified.

This procedure also produces a list of "potential adult completers" by selecting adult students who are enrolled in one or more courses having an "approval code 5".

1. Listing Potential Completers

The following steps must be performed on each Data Disk:

Select **Option 3**, "Update Completers", from the "Data Manager" menu.

Once the "Completer Update Routine" is displayed, select **Option 1**, "Generate Completer List". This will begin the search for "potential program completers" and produce a "hard-copy" print-out which provides the current information in the Student File.

Upon checking local records to verify the completion of a vocational program, a check mark is made in a box provided on the print-out. This information may now be entered into the Student File.

2. Entering Program Completions

Enter the "Completer Update Routine" via Option 3 in the "Data Manager". Select **Option 2**, "Enter Completers".

Spaces for entering the completion status for 30 students will be displayed on the screen. The '?' cursor moves as the information is typed. The 'left arrow' key may be used to backspace and correct errors before the <return> has been pressed to record a number. The <return> key makes an entry and advances to the next space.

The '<' key may be used to back up to the previous data to make corrections. The '<' key may be typed as the first character in any ID number. Any numbers which are "backed over" to get to a mistake must be retyped.

After all information in the "alphabetized block" has been entered, pressing 'ESC' will exit to the " Update Completer" menu. Return the the "Data Manager", change the Data Disk to the next "block" and repeat the above steps.

If more than 30 students are to be entered, fill all of the spaces with the first 30 students' information. The data will be automatically saved after the 30th student has been entered. Re-enter the routine again. An additional 30 students may be entered. This process may be repeated indefinitely.

Check the information on the screen before exiting. Corrections can either be made by "backing up" and retyping or by modifying a student's record as described in Section D, Paragraph 3.

3. Verifying Program Completions

A routine is available which produces an alphabetized list of students who have the status of "program completer". The information provided includes the students' demographic data together with the vocational courses in which they are currently enrolled. This print-out may be used to check or errors before compiling the final report.

Select Option 6, "MICRO-VERS Reports" from the "Data Manager" menu. You will be instructed to replace the disk in Drive 1 with the "MICRO-VERS Printer Disk". After making this disk change, the "MICRO-VERS Reporting Feature" menu will be displayed.

Select Option 3, "Student/Completer Alpha List" from this menu. When the "Alpha/Completer" option list is displayed, select Option 2, "Completer List of Students". The printer must be connected to the computer to complete this option.

Where to go from here

This is the last step which deals with data entry. Proceed to Section H for directions in compiling and printing the final reports.

G. VERIFYING DATA ON FILE

It is imperative that data stored in the MICRO-VERS files be verified after data entry. The probability of making data entry errors is great. Errors in the data could cause a wide variety of problems ranging from incorrect information, program run errors or even audit exceptions. The following routines may be used to read the MICRO-VERS files and provide output which may be checked for errors.

Each of the routines described below reside on the "MICRO-VERS Printer Disk". To access these routines, select Option 6, "MICRO-VERS Reports", from the "Data Manager" menu. You will be directed to insert the "Printer Disk" into Drive 1. The "MICRO-VERS Reporting Feature" menu will then be displayed.

1. Course Information Lists

Select Option 4, "Course List" from the menu. The printer must be connected to the computer to complete this listing. Screen output is not available. The computer may be left unattended while the list is being compiled and printed.

The print-out includes all information which has been entered for each of the courses.

2. Student Information Lists

Select Option 3, "Student/Completer Alpha List" form the menu. When the "Alpha/Completer" option list is displayed, select Option 1, "Alpha List of Students". The printer must be connected to the computer to complete this option.

The print-out includes all information which has been entered for each student in the file. Courses in which the students are enrolled are also printed.

The list is printed in alphabetical order. Alphabetizing is slow. Be prepared to let the computer work for several hours if the Data Disk is full. A disk with 500 student records will require about four hours for the sorting to take place. It will automatically begin to print the list when the sorting is completed. This computer may be left unattended during this period, however.

3. Program Completion Lists

A routine which is similar to the one above prints out an alphabetized list of students who have been identified as "program completers".

Select Option 3, "Student/Completer Alpha List" form the menu. When the "Alpha/Completer" option list is displayed, select Option 2, "Completer List of Students". The printer must be connected to the computer to complete this option.

The print-out includes all information which has been entered for each "program completer" in the file. Courses in which the students are enrolled are also printed.

4. Student Record Search

The "Student File Search" is used to search the Student File for various combinations of student data. By accessing the Student File in this way, errors in student records might be detected by comparing the computer file with the STUDENT RECORD FORM.

Select Option 5, "Student File Search", from the "MICRO-VERS Reporting Feature" menu. Follow the directions displayed on the screen. After inserting the Data Disk into Drive 2 as directed, the "Student File Search Program" menu will be displayed on the screen.

Select Option 1 to begin the search of the Student File.

After selecting Option 1, a menu of 13 student variables will be listed as well as Field Number 14, to START SEARCH and Field Number 15, to CANCEL SEARCH. Any one of the 13 variables may be selected by Field Number if certain sub-categories of students are of interest. If all student records are to be listed, select Field Number 14 immediately. Combinations of more than one variable may be selected.

After selecting the Field Number, a list of search criteria will be listed on the screen. These include:

1) LESS than
2) EQUAL to
3) GREATER than
4) NOT LESS than (Greater than or equal to)
5) NOT EQUAL to
6) NOT GREATER than (Less than or equal to)

The search for student records is controlled by selecting one of these criteria.

After selecting one of the criteria, the program asks for an OPERAND on which to conduct the search. For example, if Field Number 5, GRADE LEVEL had been selected, the EQUAL response will list all students in a single grade level. The grade level is entered as the OPERAND. If the LESS than criteria and the 11 OPERAND is selected all students who are less than grade level 11, i.e. ninth and tenth grades, will be listed.

When the criteria and operand have been selected, the Field Number menu will be returned to the screen. Additional Field Numbers may be selected to further define the search. For example, by adding Field Number 4, SEX and the OPERAND, F, to the above example,a search for all female, 9th and 10th graders would be conducted.

When all desired variables have been selected, select Field Number 14 to START SEARCH. After verifying that the Fields are correct the format of the output is determined.

Lists of student records selected by the search may be printed by name or by ID number. When "name" is selected, the list is alphabetized. Alphabetizing is slow. If the lists are long and alphabetizing is not critical, select the list to be printed by ID number which is must faster.

The operator also has the option to print lists of courses in which student is enrolled also. If this information is not necessary, the search may be "speeded up" by not printing out the courses.

Output from the search routine may be routed to the printer or to the video screen. When the search has been completed, select this option. The student records which satisfy the criteria selected will be listed.

Data Disks may be changed at the end of the search when prompted on the screen.

H. COMPILING AND PRINTING THE REPORTS

The final step in the process is to compile the final report and make print-outs from which to transfer data to the State Board document.

Begin by placing the first Data Disk into Drive 2 and selecting Option 6, "MICRO-VERS Reports", from the "Data Manager" menu. At the screen prompt, replace the "Program Disk" in Drive 1 with the "Printer Disk".

The VEDS and Claims Reports for secondary programs is handled separately from the adult programs.

1. Secondary VEDS and Claims Reports

Select Option 1, "VEDS and Claims Secondary", from this menu. The compiling process will now begin. Depending on the number of students in the file, this process may take a considerable amount of time. A full disk may take about an hour. A percent finished indicator is display on the screen. The computer may be left unattended while compilation takes place.

Reporting mandates require that students enrolled in training level courses be reported in only one vocational program per year. As the student data is being compiled, the computer automatically selects a student's vocational program based on the maximum number of credits generated. Situations occur, however, where students are enrolled in two or more vocational programs, each with equal amounts of credit. When this happens, the computer leaves the decision to the operator.

Each student who is enrolled in two or more programs of equal credit will be displayed in a table on the screen. The programs in which equal credits have been generated are displayed for the operator to choose between the alternatives.

When all "tie decisions" have been made, the "ARE THERE OTHER DATA DISKS" message is displayed. At this time, the Data Disk containing the subsequent "alphabetized block" of student data is placed in Drive 2. The above process is repeated until all Data Disks have been compiled.

When all data has been compiled, the operator may choose the report to be displayed on the video screen or the printer.

2. Adult VEDS and Claims Reports

The adult reporting program may be accessed directly from the end of the secondary program or it may be entered from the "MICRO-VERS Reporting Feature" menu via **Option 2**, "VEDS and Claims Adult". The procedure for compiling the adult data is identical to that described above for the secondary information.

IV. MICRO-VERS TUTORIAL

This section of the manual has been designed for new user of the Micro-computer Vocational Education Reporting System Version 2.0, (MICRO-VERS 2.0), software package. It is not necessary to be able to program a computer in order to use this package. The materials have been designed to enable users to interact with the micro-computer in plain English.

A. GETTING ACQUAINTED WITH THE EQUIPMENT

To use the MICRO-VERS system for reimbursement claims and VEDS reporting, the following equipment will be required:

1. Apple][, Apple][Plus or Apple][e Micro-computer with at lease 48K of memory
2. Two disk drives with controller card
3. A printer and interface card
4. A video monitor
5. Several blank disks

1. General Functions

A **micro-computer** can assist the local educational agency by performing routine, repetitive analyses of information at a high rate of speed. It can provide that assistance only if instructions are given to tell it how to perform the desired analysis. These instructions are provided by preparing a **program**.

The program must be written in a **language** that the programmer and the micro-computer both understand. The MICRO-VERS program required to complete the reimbursement claims and VEDS reports is included with this package. This manual will describe the use of the program.

Computer hardware, (equipment), follows the instructions provided by the program. When the programmers prepared the program, the **keyboard** of the micro-computer was used to type the set of detailed instructions required to complete the analysis.

This typing did not result in a piece of paper with the instructions on it, but rather the instructions were recorded on a disk in this case the **MICRO-VERS PROGRAM** disk. The program is **stored** on the disk in the same sense as music is stored on a cassette one would use in a car stereo or tape recorder. The program on the disk can be used repeatedly just as one can play a cassette recorded song over and over.

In order to use the MICRO-VERS program on the disk to complete analyses, simply insert the disk into disk drive number 1. When the micro-computer is turned on, it will **load** the program into its memory.

To load the program means to make a copy of it from the disk, and to put the copy inside the micro-computer so that it may be used. The program now is **permanently stored** on the disk and **temporarily stored** in the micro-computer.

The instructions in the program tell the micro-computer what to do and when to do it. For example, the program might tell the micro-computer to display information on the **monitor**. A monitor looks and performs much like a TV set.

The MICRO-VERS program expects information to be submitted in a specific sequence. If the information is received in the proper sequence and format, it is stored and analyzed. If incorrect data is typed into the micro-computer, a message is displayed on the monitor or, in some cases the computer will stop.

As data is entered into the micro-computer, it is stored in a **file**. A computer file is much like a file cabinet drawer. When one wishes to use information in a file drawer, the file drawer must first be opened. The program also opens computer files.

After a file drawer has been opened, the information can be located by checking through the sequence in which the information was filed, (A,B,C ---- or 1,2,3 ----). The micro-computer program does the same. When one finishes using the information, it is returned to the file drawer and the file drawer is closed. The information is then safe and in place for use at another time.

It is **very important** to remember that the program also returns information and closes the file so that it may be accessed at a later time.

Through using the MICRO-VERS program, two applications are desired:

1. To collect, compile and analyze the information according to State Board regulations

and

2. To print the data that will be sent to the State Board.

It is not necessary to know **how** the computer works or how it analyzes the information. The user of the MICRO-VERS system need only be concerned with two aspects of the program: (a) How to assemble the data required and enter it into the micro-computer; and (b) How to interpret the end results of the analysis, (i.e., the VEDS and Claim reports), which are to be sent to the State Board.

The MICRO-VERS program instructs the computer to "ask" the user for the information at data entry time send the results of the analysis to the printer and to produce a copy of the data to transfer to reports that can be delivered to the State Board.

Part III, "Operator's Handbook", of this manual explains the procedure of entering the data and obtaining the results of the analysis.

2. Handling Disks

Disks are somewhat fragile and require careful handling. Always insert the disk into the drive with the label facing up and toward you. When handling the disk, place your thumb over the label. This will help insure that the disk is placed into the drive in a proper fashion.

Refrain from touching any portion of the disk other than the stiff paper cover. Do not allow the disk to become bent or creased in any manner. Liquids or smoking ashes accidentally spilled on the disk can quickly ruin it. Always return the disk to its envelope when not in use. These simple precautions will enable the disk to remain clean and provide many hours of use.

The MICRO-VERS package of materials contains this instruction manual, a **MICRO-VERS PROGRAM** disk and a **PRINTER** disk. Several blank data disks will be necessary for storing student and course information.

Any good quality 5 1/4" soft-sector disk may be purchased for this purpose. Throughout this manual the three disks will be referred to with the terms **PROGRAM** disk, **DATA** disk, and **PRINTER** disk.

The MICRO-VERS disks are designed to operate with Disk Operating System, (DOS), 3.3. This version is included with all Apple computers purchased after August, 1981.

As the program disks included with this package have been made as master disks, they will automatically run under earlier DOS versions. In the event the disks will not operate properly with your system, contact one of the staff persons listed in Appendix C.

B. SOME BASICS

In order to use the MICRO-VERS system and before turning the computer on, open the drive door on the the disk drive marked DRIVE 1 and check to see that it is empty. (If a disk is found in the drive, remove it at this time.) Insert the **MICRO-VERS PROGRAM** disk into the disk drive and close the door.

The on/off switch for the Apple][is located on the rear, left side of the micro-computer next to the power cord. The power switch for the display monitor is located on the front of the monitor.

Turn on the monitor by pulling the on/off switch outward and the micro-computer by moving the power switch into the upward position. At this time the white square marked POWER located on the left hand side of the keyboard will light up, and the disk drive will begin to make a whirring noise. Most disk drives also contain a small light that indicates the drive is in use.

Normally the disk drive will run from 30 to 90 seconds before it stops. When the disk drive stops, the following menu of options will appear on the screen:

```
*****************************************
*                                       *
*  WELCOME TO MICRO-VERS DATA MANAGER   *
*           VERSION 2.0                 *
*                                       *
*****************************************

        1) UPDATE COURSE FILE

        2) UPDATE STUDENT FILE

        3) UPDATE COMPLETERS

        4) UPDATE CIP CODE FILE

        5) INITIALIZE A NEW DATA DISK

        6) MICRO-VERS REPORTS

        7) EXIT MICRO-VERS

         ENTER YOUR CHOICE:
```

Up to this point it has been assumed that the micro-computer is turned off. If the micro-computer is on prior to using the MICRO-VERS system, a slightly different approach will be necessary.

Open the disk drive door and verify that it does not contain a disk. Insert the **MICRO-VERS PROGRAM** disk into the drive, close the door, and type the command **PR#6**, and press the key marked **RETURN** to begin the program.

The disk drive should begin to make its whirring noise; and if there is an "in use" light on the drive, it will glow. When the drive stops, the menu of options will appear on the screen.

C. INITIALIZING DISKS

*(III-7)**

When a disk is manufactured, it contains no information. In order to use the disk for storing data, special information must be placed on the disk by the computer. The placement of this special information on the disk is called initializing or formatting the disk.

A **DATA** disk, provided by the district, that has not been initialized with the **PROGRAM** disk will not work for storage of information with the MICRO-VERS system.

To initialize a **DATA** disk, begin by selecting Option number 5 from the menu and pressing the **RETURN** key. The disk drive will momentarily whir while this portion of the program is loaded from the diskette. When the drive has stopped, the following message will appear:

PLEASE INSERT A NEW OR NOT NEEDED DISK
INTO DRIVE NUMBER TWO

<<WARNING>>

THIS PROCESS WILL ERASE THE ENTIRE DISK.

TYPE 'GO' TO BEGIN OR 'EX' TO EXIT:

Note: The new DATA disk must be inserted into the disk drive before typing GO.

Insert the **DATA** disk into disk drive number 2 and close the door. Type the letters **GO**, press **<RETURN>** and the disk drive will immediately begin to make its familiar whirring noise. The micro-computer will give you the message:

INITIALIZING THE DISK

When the micro-computer completes the initialization of the **DATA** disk, the following message will appear:

SHOULD THE CIP CODE FILE BE TRANSFERRED?

ENTER 'Y' FOR YES OR 'N' FOR NO:

*Page reference in "Operator's Handbook"

For this practice session, transfer the master CIP File from the "Program Disk". Answer 'Y'.

After pressing the 'Y' answer, the computer will request that the disk containing the CIP Code file be placed in Drive 1. The "Program Disk", which is currently is in Drive 1, contains the master CIP code file. Continue by pressing the space bar.

Note the "in use" lights on the disk drives. The computer is reading the C.I.P. Codes from the "Program Disk" in Drive 1 and writing them on the "Data Disk" in Drive 2. Since the CIP File is long, it takes several passes to write the entire file.

When the CIP File has been transferred, the following message will be displayed:

IS THERE A COURSE FILE TO TRANSFER?
ENTER 'Y' FOR YES OR 'N' FOR NO:

{III-8}

Since no courses have been entered yet and this disk is not a continuation of prior disks, press the **N** key, followed by **RETURN**.

The following message will now appear:

IS THERE A STUDENT FILE TO TRANSFER?
ENTER 'Y' FOR YES OR 'N' FOR NO:

{III-9}

This is used when updating a Student File from a previous year's data file. Since we are creating a new disk for practice here, Press **N** for No. The initialization is now complete and the DATA MANAGER menu will be returned to the screen.

D. ENTERING COURSE DATA

In the MICRO-VERS system, three major steps are involved in collecting and assembling the necessary data for entry into the micro-computer.

First, **vocational program and course information** is obtained from the Turn-Around Document. Secondly, **student data** must be gathered for each student enrolled in vocational courses. Finally, **course enrollment information** is obtained from course lists.

Two data files, one for the vocational program information and one for student information, will be created by the computer programs. The vocational director will collect and assemble the required data using a method which is based on local needs and constraints. It will then be put into a format which easily allows for data-entry into the micro-computer.

Although the information described in this section may be found in a variety of locations, some suggested sources follow:

IMPORTANT

The information presented here is a description of the MICRO-VERS process. Several examples are presented which are intended to allow the data-entry person to practice and familiarize himself/herself with the system. DO NOT begin entering local data at this time. Read the following sections, practice with the examples and follow the system to the completion BEFORE attempting to enter actual course and student information.

The vocational program information required for input into the MICRO-VERS system is taken from the "Turn-Around Document" and is entered into the micro-computer in the order in which it is presented on this form. An example document is found in this section.

The Local Plan for Vocational Education or student handbook may be consulted for information not found in the "Turn-Around Document".

Note: Courses offered at other agencies under joint agreements including those at area vocational centers should not be entered with the courses being offered at the home school.

Descriptions of each of the Vocational Program Variables are presented first with examples for practice data-entry at the end of this section.

1. Variable Descriptions -- Vocational Program Data

Vocational program Name -> A vocational program consists of a sequential series of courses which have been approved for funding. The name for an approved vocational program is found on the "Turn-Around Document" and may be entered directly into the micro-computer. **The program name must occupy no more than 20 characters.**

EXAMPLE: General Office Clerking (See example, page III-18A)

Six Digit C.I.P. Code Number -> Each approvable vocational program and course has a corresponding Classification of Instructional Program Code Number. This number may also be taken directly from the "Turn-Around Document".

EXAMPLE: 07.0705 (See example, page III-18A)

Course Name -> The name of each approved vocational course may also be found on the "Turn-Around Document". To optimize computer space, **the course name must occupy no more than 25 characters.** In some cases, course names may have to be abbreviated.

EXAMPLE: Interrelated Coop Ed or Clerical Office Procedures
(See example, page III-18A)

Course Number -> A course number is used by the computer to search disk files and compile requested information. The course number consists of a **maximum of 4 characters** and may be composed of numerals, letters or a combination of both. If a local educational agency presently has course numbers assigned to vocational courses, these may be used as long as they don't exceed 4 characters. If the local agency does not presently use course numbers, they must be assigned to each vocational course.

EXAMPLE: C300 or B250 (See example, page III-18A)

Type of Recognition (Adult programs, approval code 5 only) -> Type of recognition refers to the type of award (such as a certificate) given program completers for completion of a adult vocational program. If the district has no adult vocational education programs, this variable may be ignored. The three categories for recognition of adult completers are:

1 = a formal award for a program of 1 Year or More
2 = a formal award for a program of Less Than 1 Year
3 = None, i.e., no formal award.

This information may be found in the Local Plan for Vocational Education, Section D, or in program descriptions found in the student handbook or other guidance materials.

EXAMPLE: 1 = Certificate of Completion for Practical Nurse Program (See example, page III-18B)

Course Credit -> (Secondary Courses) Course credit refers to the number of Carnegie Units of credit which the local agency grants for successful completion of the vocational course. The number of credits is found on the Turn-Around Document and **must be divided by the number of terms into which the course is divided.** For example, a one credit course which extends over two semesters would be recorded as .5 credits. A one-semester course would be recorded as .5 credits also.

IMPORTANT: Fractional credits must be entered as a decimal number. For example, enter .5 rather than 1/2. In addition, credit is entered based on the portion of the course for which enrollment information is entered. For example, if enrollment information is to be entered for one semester of a two-semester course, one-half of the total credit is entered here.

EXAMPLE: 1 = one credit, one semester course
.5 = 1/2 credit, semester course
.5 = 1/2 credit, two semester course

WARNING: If you have questions in interpreting this Vocational Program variable, contact your Regional Vocational Administrator. An error in entering this variable can be responsible for significant audit exceptions.

Course Contact Hours Adult Courses, Fixed Amount -> Adult non-credit courses are reimbursed on the number of contact hours which the class meets rather than the number of credits. The number of contact hours which has been approved for each adult course may be taken directly from the "Turn-Around Document". **Agencies which offer adult courses on a variable contact hour per student basis should enter the letters VAR for this variable. The contact hours for these students will be entered later with the student enrollment information.**

EXAMPLE: 650 = Six hundred fifty hours (See example, page III-18B)
VAR = Variable contact hours to be entered later

Course approval code -> A course approval code is assigned to the vocational course by the Program Approval and Evaluation Section of the State Board before the "Turn-Around Document" is returned to the local agency. Approval codes may be entered directly from the "Turn-Around Document".

EXAMPLE: 1 = training level course
3 = orientation level course
5 = adult training level program
6 = adult training level course
7 = adult apprenticeship course (See example, page III-18B)

Special Organization Factor -> Local educational agencies which enroll students from two or more agencies may qualify for the additional funding provided by the Special Organization Factor. Application for this factor must be made with the Local Plan and the approval will be indicated on the Turn-Around Document.

EXAMPLE: Y = yes, or blank, for no
(See example Programming I&II, page III-18A)

Number of Terms for Full Credit -> The number of terms, (semesters or quarters), into which the full course is divided. Also equals the number of times enrollment information is to be entered during the course.

EXAMPLE: 1 = one semester or quarter course.
2 = full year course, enrollment information entered twice, (once each semester).
3 = course that is taught for three quarters

Note: Adult vocational education courses use the same designations. Most adult courses will be one term in length.

NOTE: It is strongly suggested that a separate DATA disk be maintained for adult courses and students. This will allow for printing the final reports in a manner which is easy and efficient while preventing any possible errors in mixing secondary and adult programs. This procedure was NOT followed in the examples presented in this manual, however so that it might be kept as brief as possible.

2. Data Entry Procedures -- Vocational Program Data

To enter vocational program and course data into the computer with the MICRO-VERS program, begin with menu option 1, UPDATE COURSE FILE.

```
*****************************************
*                                       *
*  WELCOME TO MICRO-VERS DATA MANAGER   *
*              VERSION 2.0              *
*                                       *
*****************************************

          1) UPDATE COURSE FILE

          2) UPDATE STUDENT FILE

          3) UPDATE COMPLETERS

          4) UPDATE CIP CODE FILE

          5) INITIALIZE A NEW DATA DISK

          6) MICRO-VERS REPORTS

          7) EXIT MICRO-VERS

           ENTER YOUR CHOICE:
```

The Data Disk which was previously initialized should be located in Drive 2. If you are continuing from the previous example, it should already be there. Enter the number **1** and press **RETURN**. After a short period, the following menu of options will appear:

```
**************************
*                        *
* COURSE UPDATE ROUTINE  *
*                        *
**************************

 1) ENTER NEW COURSES

 2) EDIT COURSE DATA

 3) LIST CURRENT COURSES

 4) RETURN TO MAIN MENU

   ENTER YOUR CHOICE:

COURSE FILE IS 0% FULL
```

The COURSE UPDATE ROUTINE menu contains four options as well as an indicator to let you know how full the Data Disk is.

Option 1 -- ENTER NEW COURSES

{III-14}

Option number one, ENTER NEW COURSES, will be used here to input the program and course information. After entering a 1 and pressing **RETURN**, the following screen will appear:

```
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 !          PLEASE INPUT COURSE INFORMATION                  !
 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

PROGRAM NAME -> ? _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

PROGRAM CIP  -> _ _ _ _ _ _ _ _

COURSE NAME  -> _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

                          COURSE ID. -> _ _ _ _

                   RECOGNITION CODE  -> _

          CREDIT/CONTACT HRS PER TERM  -> _ _ _ _

                       APPROVAL CODE  -> _ _

                        SPECIAL ORG.  -> _

       NUMBER OF TERMS FOR FULL CREDIT -> _
```

DATA ENTRY NOTES:

(a) Be careful about the difference between 0, (zero), and O, (letter O), and between 1, (number 1), and l, (lower case letter l). Typists often use them interchangeably. The computer recognizes the difference and an error will result if the incorrect symbol is used.

(b) Use decimal numbers rather than fractions. For example, use .5 credits as opposed to 1/2 credits.

(c) If a typing error is made, it can be corrected by pressing the back space key, (left arrow key), and retyping the information.

(d) The beginning point of each line of entry is marked with a cursor, (the character that moves across the screen as each key is pressed). If no information is to be entered, such as RECOGNITION CODE in the following example, simply press the RETURN key to bypass the entry.

Enter the following practice data to become acquainted with the MICRO-VERS system. The data is entered directly into the course information screen as it is typed. After each line entry has been completed, press **RETURN** to move to the next line.

```
! PLEASE INPUT COURSE INFORMATION !

PROGRAM NAME -> GENERAL_OFFICE_CLERK

PROGRAM CIP -> 07.0705

COURSE NAME -> INTERRELATED_COOP_ED

COURSE ID. -> C300

RECOGNITION CODE -> _

CREDIT/CONTACT HRS PER TERM -> 1___

APPROVAL CODE -> 1_

SPECIAL ORG. -> _

NUMBER OF TERMS FOR FULL CREDIT -> 2
```

When the last entry, (NUMBER OF TERMS), has been completed, pressing the **RETURN** key will display the following message:

```
PRESS 'R' TO RE-ENTER. PRESS 'RTN' TO
ACCEPT OR 'ESC' FOR LAST ENTRY
```

A description of this message follows:

PRESS 'R' TO RE-ENTER

If a mistake has been made in entering the data for the course, pressing the letter **R** will remove the data from the screen and allow the correct information to be re-entered.

PRESS 'RTN' TO ACCEPT

Pressing the **RETURN**, (RTN), key will cause the data to be accepted by the program and immediately return the screen as before ready for entering another program or course.

'ESC' FOR LAST ENTRY

Pressing the ESC key on the upper left side of the keyboard tells the micro-computer that this is the last entry to be made in the course file at this time. When the disk drive stops, the COURSE UPDATE ROUTINE menu of options will be returned to the screen. In summary, the ESC key files the last entry and returns to the "COURSE UPDATE ROUTINE" menu.

Since data is being entered for practice, try each of the first two options to become familiar with their operation by beginning with the first one, PRESS 'R' TO RE-ENTER.

After re-entering the data, select the second option PRESS 'RTN' TO ACCEPT.

Since the name of the program and its O.E. code is the same, simply press the **RETURN** key at PROGRAM NAME ->. If the PROGRAM NAME and O.E. code were different, typing in the new data prior to pressing the **RETURN** key would automatically change this information.

Now enter the following example:

```
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
!          PLEASE INPUT COURSE INFORMATION                !
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

PROGRAM NAME -> ?ENERAL_OFFICE_CLERK

PROGRAM CIP  -> 07.0705

COURSE NAME  -> CLERICAL_OFFICE_PROC

                      COURSE ID. -> B250

                RECOGNITION CODE -> _

CREDIT/CONTACT HRS PER TERM  -> 1___

                   APPROVAL CODE -> 1_

                     SPECIAL ORG. -> _

NUMBER OF TERMS FOR FULL CREDIT -> 2
```

Press 'RETURN' to accept the entry above.

Continue adding the courses on the example "turn-around document" included in this section beginning with **Accounting I, B240.** When finished, five programs and eighteen courses will have been entered.

Note: Adult courses Beginning Drafting and Carpentry Appr. should be recorded as though they were programs consisting of a single course with the same name.

After entering the last page of data, (Carpentry Appr), select the third option 'ESC' FOR LAST ENTRY. Pressing the ESC key will return you to the COURSE UPDATE ROUTINE menu:

```
**************************
*                        *
* COURSE UPDATE ROUTINE  *
*                        *
**************************

 1) ENTER NEW COURSES

 2) EDIT COURSE DATA

 3) LIST CURRENT COURSES

 4) RETURN TO MAIN MENU

   ENTER YOUR CHOICE:

COURSE FILE IS 2.6% FULL
```

Notice that the course file indicator above shows the effect of adding the courses. The file has room for 500 courses.

Option 2 -- EDIT COURSE DATA

The second option EDIT COURSE DATA is used to edit course data that has been previously entered. This option is also used when a course should be removed from the COURSE file.

This option will be bypassed momentarily until Option Three has been examined.

Option 3 -- LIST CURRENT COURSES

{III-10}

The "LIST CURRENT COURSES" option will allow courses that have been previously entered in Option One to be displayed.

Enter **3** and press the **RETURN** key.

The screen will display the the course names, course ID numbers, and a list of the C.I.P. Code numbers for the vocational programs.

Note that the screen lists the courses and stops. Press the space bar to review other courses on the file. When the COURSE LIST has been examined, press the space bar to return to the COURSE UPDATE ROUTINE menu.

(III-11)

Return to Option two, EDIT COURSE DATA and practice editing and deleting course data.

Enter **2** and press the **RETURN** key. The following message will appear:

```
- - - - - - - - - - - - - - - - - - - - - - - - - - -
!          PLEASE INPUT COURSE INFORMATION          !
- - - - - - - - - - - - - - - - - - - - - - - - - - -

COURSE NAME -> ? _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
                        OR
              COURSE ID. -> _ _ _ _
```

Either the course name or the course ID number may be used to indicate the one to delete. Since errors are less likely to occur and the process is faster, it is suggested that the course ID number be used.

Press the **RETURN** key once to skip by the course name. Fill in the line entry COURSE ID. as shown below:

```
- - - - - - - - - - - - - - - - - - - - - - - - - - -
!          PLEASE INPUT COURSE INFORMATION          !
- - - - - - - - - - - - - - - - - - - - - - - - - - -

COURSE NAME -> _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
                        OR
              COURSE ID. -> B240
```

After entering the Course ID. number and pressing the **RETURN** key, the following message will appear:

```
IS THIS CORRECT?  TYPE 'R' TO RE-ENTER
PRESS 'RETURN' IF CORRECT
          OR
PRESS 'ESC' FOR LAST ENTRY
```

Pressing the **ESC** key, located on the upper left hand side of the keyboard, tells the micro-computer this is the last course which is to be edited or deleted.

LEGAL DISTRICT NAME*

ILLINOIS STATE BOARD OF EDUCATION
Department of Adult, Vocational and Technical Education
Program Approval and Evaluation Section

FISCAL YEAR SECTION D, PART II

LEA TYPE:
TERM:
REPORTING:

Mayberry Community District #100

REGION: COUNTY:
DISTRICT: REG. SUPT.

IDC: PDC:

CREDIT COURSE OFFERINGS ONLY

0	1		2	3		4	5	6	7	8	9	10	11		12	13	14	15
ISBE Use Only	OCCUPATIONAL PROGRAMS WITH INDIVIDUAL COURSES INDENTED AND LISTED IN SEQUENTIAL ORDER BELOW EACH PROGRAM TITLE (ONE COURSE PER LINE)		CIP ~~O.E.~~ CODE NUMBER	Check if course qualifies for: SOE / IPR / TOG		COURSE CREDIT UNITS/ HOURS	HIGH SCHOOL OCCUPATIONAL ORIENTATION (Typically 9 & 10)		HIGH SCHOOL OCCUPATIONAL EXPERIENCE OR TRAINING (Typically 11 & 12)		POST-SECONDARY OCCUPATIONAL EXPERIENCE OR TRAINING		ADULT TRAINING FOR CREDIT		STUDENTS QUALIFYING AS			For ISBE Use Only
							9	10	11	12	13	14			DISADV	LESA	DISPLACED HOMEMAKER	
							M F	M F	M F	M F	M F	M F	M	F				
X	General Office Clerk		07.0705			**********												**
1	Interrelated Coop Ed	C300	59.0108			2 1	2		TERMS FOR FULL CREDIT									1A
2	Clerical Office Proc	B250	07.0705			2 1	2											1B
3	Accounting I	B240	07.0705			1 .5	2		Handwritten entries on this form are made									1B
4	Office Machines	B230	07.0705			.5	1		by the district to help in entering these									1B
5	Typing II	B220	07.0705			1 .5	2		data.									NC
6	Intro to Data Proc	B130	07.0705			.5	1											NA
7	Typing I	B120	07.0705			1 .5	2											3
8	Orient to Bus Occup	B100	07.0705			1 .5	2											3
9	Computer Programming		07.0305			**********												**
X	Interrelated Coop Ed	C300	59.0108			2 1	2											1A
0	Programming II	B210	07.0305	X		2 1	2											1B
1	Programming I	B260	07.0305	X		2 1	2											1B
2	Accounting I	B240	07.0305			1 .5	2											1B
3	Intro to Data Proc	B130	07.0305			.5	1											NA
4	Typing I	B120	07.0305			1 .5	2											3
5	Orient to Bus Occup	B100	07.0305			1 .5	2											3

"LEGAL DISTRICT NAME"

STATE BOARD OF EDUCATION
ILLINOIS OFFICE OF EDUCATION
Program Approval and Evaluation Section

LEA TYPE:
TERM:

FISCAL YEAR SECTION D, PART II

Mayberry Community District #100

REGION: COUNTY:
DISTRICT: REG. SUPT.

IDC: PDC:

NON-CREDIT COURSE OFFERINGS ONLY

0 IOE Use Only	1 OCCUPATIONAL PROGRAMS WITH INDIVIDUAL COURSES INDENTED AND LISTED IN SEQUENTIAL ORDER BELOW EACH PROGRAM TITLE (ONE COURSE PER LINE)	2 CIP ~~O.E~~ CODE NUMBER	3 CHECK IF COURSE QUALIFIES FOR: SPEC. ORG.	3 CHECK IF COURSE QUALIFIES FOR: INTL. PROG.	4 TOTAL NUMBER HOURS CLASS MEETS	5 ENROLLMENTS BY SEX AND LEVEL: ELEMENTARY (K-8) Male	6 ELEMENTARY (K-8) Female	7 ADULT (Not available for full-time study) Male	8 ADULT Female	9 STUDENTS QUALIFYING AS: Dsadv.	10 LESA	11 Hdcpd	15 For IOE Use Only
X	Practical Nursing	17.0605	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
1	Practical Nursing A100	17.0605			650	1 TERMS		FOR	FULL	CREDIT			5
2	Beginning Drafting A300	48.0101			VAR	1							6
3	Carpentry Appr A400	46.0201			155	1							7
4													
5													
6			NOTE: Adult courses having approval codes 6 or 7,										
7			i.e. Beginning Drafting and Carpentry Appr., must										
8			be recorded as though they were programs consist-										
9			ing of a single course.										
10													
11													
12													
13													
14													
15													
16													
17													

Pressing the ESC key, or the RETURN key if more than one course is to be edited or deleted, results in the following message:

```
                EDITING COURSE B240

COURSE NAME -> ?CCOUNTING I

                    COURSE ID. -> B240

                RECOGNITION CODE ->

CREDIT/CONTACT HRS PER TERM -> .5

                  APPROVAL CODE -> 1

                   SPECIAL ORG. ->

NUMBER OF TERMS FOR FULL CREDIT -> 2
```

Note that the information previously entered for course B240 is shown on the screen.

Assume that the course credit was originally entered in error. It should have been (1) rather than (.5) credit.

Press the RETURN key until the cursor reaches that line. Type 1 over the .5 to change the credit and press the RETURN key 3 times until the following message appears:

```
IS THIS CORRECT? Y/N
```

If the edited information is correct, press Y and RETURN.

The following additional information will be presented:

```
================================
 1: 07.0305
 2: 07.0705

DELETE  S)ELECTED  A)LL  OR  E)XIT?
```

S - permits a course to be deleted from a selected program in which it appears.

A - permits a course to be deleted from all programs in which it appears.

E - exits the EDIT COURSE DATA Option.

This screen indicates that the course B240 is found in two program areas: 07.0305 and 07.0705.

Since all editing has been completed for this course, press E and RETURN to display the following message:

```
SAVE THE CHANGES Y/N?
```

To record the changes which have been made, press Y and RETURN. The following screen will appear:

```
COURSE HAS BEEN UPDATED
<< PRESS SPACE BAR TO CONTINUE >>
```

As another exercise, remove course B240 from the Data Processing program. Select Option 2, "Edit Course Data", again from the menu.

After entering course number B240 and pressing RETURN you will once again be asked to verify the accuracy of this number.

Press the ESC key for the following screen:

```
                EDITING COURSE B240

COURSE NAME -> ?CCOUNTING I

                      COURSE ID. -> B240

                  RECOGNITION CODE ->

CREDIT/CONTACT HRS PER TERM -> 1

                    APPROVAL CODE -> 1

                     SPECIAL ORG. ->

NUMBER OF TERMS FOR FULL CREDIT -> 2
```

Use the RETURN key to move the cursor down the screen until the following message appears:

```
                IS THIS CORRECT? Y/N
```

Press Y and RETURN and the following information is added to the screen:

```
==================================
 1: 07.0305
 2: 07.0705

DELETE  S)ELECTED  A)LL  OR  E)XIT?
```

Remember the following descriptors:

S - permits a course to be deleted from a selected program in which it appears.

A - permits a course to be deleted from all programs in which it appears.

E - exits the EDIT COURSE DATA Option.

Enter a **S** and **RETURN** as the next step in deleting Accounting I from the Computer Programming Program. Note that the message "WHICH PROGRAM? 1..2?" has been added to the screen.

```
================================
1: 07.0305
2: 07.0705
DELETE  S)ELECTED  A)LL  OR  E)XIT?
WHICH PROGRAM? 1..2 ?
```

Since Computer Programming (07.0305) is program number 1 as listed on the screen, enter **1** and **RETURN**.

The screen now indicates that Accounting I has been removed from the Computer Programming Program, 07.0305. The screen still indicates that the course is a part of 07.0705, General Office Clerk program.

The next step is to enter an **E** followed by **RETURN** to exit the EDIT COURSE DATA Option. The following message is displayed:

SAVE THE CHANGES? Y/N

Entering a **Y** and **RETURN** will delete the course from the program(s) indicated and the message, COURSE HAS BEEN UPDATED, displayed on the screen.

If a mistake has been made, an **N** and **RETURN** may be entered which will not remove the course from the file.

After the course has been deleted from the file, the COURSE UPDATE ROUTINE menu will be returned to the screen if **ESC** for last entry was entered.

After the course has been deleted, Option Three, "LIST CURRENT COURSES", may be selected to verify the course has been removed.

Option 4 -- RETURN TO MAIN MENU

Each time work is begun with the **DATA** disk, a file is opened on the data disk much the same as opening a file cabinet drawer. The MICRO-VERS program automatically performs this procedure whenever returning to the "MICRO-VERS Data Manager" menu. Just as a file cabinet drawer must be closed when you have finished working with its contents, the micro-computer must close its files.

********CAUTION********
***** NEVER TURN THE MICRO-COMPUTER OFF WITHOUT *****
***** RETURNING TO THE DATA MANAGER *****

If the micro-computer is turned off without returning to the "Data Manager" and closing the files, ALL OF YOUR HARD WORK WILL BE LOST!

Enter a **4** and press the **RETURN** key, the disk drive will momentarily turn on, the computer files will be closed and the "Data Manager" menu will be returned to the screen.

You may remove the **DATA** disk from Drive 2 or you may continue with Section E which follows. Remember, return the disk to its protective envelope after using the MICRO-VERS program.

E. ENTERING STUDENT DATA

The procedure for gathering information required for each student in the vocational program is somewhat complex and will vary depending on several factors such as school enrollment and the type of registration process used.

Two methods for assembling the data will be presented here; however, it should be noted that the format may be altered by the local agency so that they may utilize existing procedures for compiling student information.

In order to insure that the required data for each vocational student has been collected, a special form has been prepared which may be used, on an optional basis, by the local educational agency. This STUDENT RECORD FORM provides spaces to enter appropriate data for each student. In addition, each variable is in proper order for entry into the micro-computer. A sample STUDENT RECORD FORM may be found in Appendix A.

METHOD 1: Type in the required information for all students enrolled in the local agency. This method has the advantages of entering the student information early and not having to check for duplicate entry of students. Entering student information for students who may not be enrolled in a vocational course is a disadvantage of this method. The computer will ignore these students; however, the data entry time may be of some concern.

METHOD 2: Wait until after mid-term of the final term, (semester or quarter), of the school year and enter student information for students who appear on class lists for vocational courses. The advantage of this method is that only vocational students will be entered into the computer. However, class lists will have to be checked for duplications so that information will not be entered twice for the same student.

The local educational agency could possibly devise a method based on local conditions which combine the advantages of each of the above methods while removing the disadvantages.

A blank STUDENT RECORD FORM may be found in Appendix A. A form which has been completed with sample information has been included in this section.

Each variable will be described in the order in which it is to be entered into the computer. Data entry procedures follow these descriptions.

1. Variable Descriptions -- Student Data

Student Name -> Twenty spaces are allowed for entering the name of the student. It is a good practice to enter the last name first.

IMPORTANT: When the last name is entered first, DO NOT enter a comma between the last and first name. This will cause an error. Use only a blank space between names.

EXAMPLE: BOTTOMS TOM

School ID # -> This variable is necessary for those vocational classes which are being operated under a special organization such as a joint agreement and qualify for the Special Organization Funding Factor. This will be indicated on the "Turn-Around Document" by an X in the Spec. Org. box. A number in the range (001 - 999) is assigned to each participating school. When completing the STUDENT RECORD FORM for students from a participating school, this number is entered into this space. **When completing the STUDENT RECORD FORM for a student from the home school, this space is left blank.**

EXAMPLE: Blank = Home Town High (See example, page IV-34A)
01 = Maple City High
02 = Oak Cliff High
etc.

Student ID Number -> Up to 9 spaces are allowed for a student ID number. This number is assigned by the local educational agency. Letters are allowed as well as numerals. IF student ID numbers are not presently used in your agency, here are some suggestions in assigning ID numbers: (1) Imbed the graduation date into the ID number, (2) Be sure to allow for the maximum number of students anticipated when choosing the number of digits for the ID number.

EXAMPLE: 55045 (See example, page IV-34A)

Sex -> M = Male, F = Female

Grade Level ->
09 = Ninth Grade
10 = Tenth Grade
11 = Eleventh Grade
12 = Twelfth Grade
30 = Adult

Ethnic/Racial Background ->

1 = Alaskan Native/American Indian
2 = Asian/Pacific Islander
3 = Black, not Hispanic
4 = Hispanic
5 = White

Definitions of each of the above ethnic/racial categories may be found in Appendix B, Glossary of Terms.

Over Age/ Under Achiever -> A student who has been enrolled in high school for more than two school years and does not carry an eleventh grade status may be classified as an over aged/under achiever. If such students are classified as disadvantaged and/or handicapped and are provided a service, they are eligible to be be claimed in training level courses. For students who qualify, a (Y) is entered into this space. The space is left blank for all others.

EXAMPLE: Blank = Performing at grade level (See example, page IV-34A)
Y = Over-age/Under-achiever

Handicapping Condition -> A 3 digit code is used for specifying the condition or type of handicap a student possesses. Each student who is identified as handicapped will have one of the eleven three digit codes listed in the CODES FOR COMPLETING THE STUDENT RECORD FORM, (See reverse side of the STUDENT RECORD FORM, Appendix A). Assign and enter this code into the computer. These spaces are left blank for those students who have not been identified as handicapped.

EXAMPLE: H03 = Deaf (See example, page IV-34A)

Service Code -> A 2 digit service code describing special services the agency provides to the handicapped student must be selected and entered into the computer. A list of the Service Codes may also be found in Appendix A. **It is very important that the service code selected be <u>appropriate</u> for the handicapping condition of the student.** If more than one service is being provided to the student, space has been provided for entering a second service code.

EXAMPLE: 03 = Interpreter for the deaf student
(See example, page IV-34A)

Disadvantage Condition -> A 3 digit code is used to specify the condition or type of disadvantagement which the student possesses. Each student who is identified as disadvantaged will have one of the six 3 digit codes listed in Appendix A. Assign and enter this code into the computer. If a student is identified in more than one disadvantaged condition, the agency should select one condition to enter here. A student may not be identified as both disadvantaged and having limited English proficiency, (L.E.P.). Such students should be claimed, in all cases, as L.E.P. These spaces are left blank for those students who are not being identified as disadvantaged.

EXAMPLE: D05 = Economically Disadvantaged (see example, page IV-34A)

Service Code -> A service code describing special services the agency provides to the disadvantaged student must be selected from the list in Appendix A and entered into the computer. **It is very important that the service code selected be appropriate for the disadvantage condition of the student.** If more than one service is being provided to the student, space has been provided for entering a second service code.

EXAMPLE: 15 = Special Testing (see example, page IV-34A)

Program Completer -> A grade twelve student in a level 1 course who has finished a planned sequence of courses designed to meet an occupational objective that teaches entry-level job skills. This information is used in the VEDS portion of the report.

Rules and Suggestions for Completing a Student Record Form

Fill out a STUDENT RECORD FORM for each student enrolled in an approved vocational course. If following METHOD 1 as described on page IV-26, this form should be completed for each student enrolled in the local agency.

Rule

(a) You may use up to the maximum number of spaces provided for each variable--but no more.

(b) Abbreviate where necessary when student names are longer than the spaces provided. DO NOT separate the last name and first name with a comma.

(c) Left justify data in the spaces provided. If the information to be entered has fewer characters than spaces provided, leave blank spaces in the right-hand portion of the space provided. For example:

STUDENT I.D. # -> |8|5|/|Ø|/|_|_|_|_|

When entering alphabetic data such as a student's name, blank spaces may be entered to separate names and will be treated as blank spaces by the computer. When entering numeric data such as the ID number, blank spaces to the right of the number will be ignored.

(d) Be careful about the difference between 0, (zero), and O, (letter O), and between 1, (number 1), and l, (lower case letter l). Typists often use them interchangeably. The computer recognizes the difference and an error will result if the incorrect symbol is used.

Computer users often use the following symbols when completing data input forms for entering information to avoid confusion on the part of the typist.

Ø = ZERO
O = LETTER O
2 = NUMBER 2
Z = LETTER Z
/ = NUMBER 1
I = LETTER I

(e) Use decimal numbers rather than fractions. For example, use .5 credits as opposed to 1/2 credits.

2. Data Entry Procedures -- Student Data

To enter student information, place the MICRO-VERS PROGRAM disk into Drive 1 and either turn the micro-computer on using the switch located on the back left side of the micro-computer, or type the command **PR#6** followed by pressing the **RETURN** key. The MICRO-VERS DATA MANAGER menu will be displayed on the screen:

```
****************************************
*                                      *
*  WELCOME TO MICRO-VERS DATA MANAGER  *
*           VERSION 2.0                *
*                                      *
****************************************

        1) UPDATE COURSE FILE

        2) UPDATE STUDENT FILE

        3) UPDATE COMPLETERS

        4) UPDATE CIP CODE FILE

        5) INITIALIZE A NEW DATA DISK

        6) MICRO-VERS REPORTS

        7) EXIT MICRO-VERS

         ENTER YOUR CHOICE:
```

To enter the student data into the MICRO-VERS program, enter number 2 and press **RETURN**.

Insert the **DATA disk** into Drive 2. The same data disk is used to store both the Course data and the Student data. If you are continuing from Section D, the Data should already be in Drive 2.

The following menu of options will soon appear:

```
**********************************
*                                *
*  STUDENT FILE UPDATE ROUTINE   *
*                                *
*****STUDENT DISK IS 0% FULL*****

  1) ADD STUDENTS TO FILE
  2) EDIT STUDENT ENTRIES
  3) DELETE STUDENTS FROM FILE
  4) ENTER A CLASS LIST
  5) ENTER VARIABLE CONTACT HOURS
  6) ENTER COOP. CLASSES
  7) ENTER SPECIAL ED. COOP(59.0106)
  8) RETURN TO MAIN MENU

       ENTER YOUR CHOICE:
```

The STUDENT FILE UPDATE ROUTINE menu contains eight options as well as an indicator to let you know how full the data disk is.

Option 1 -- ADDING STUDENTS

{III-20}

Option number one, "ADD STUDENTS TO FILE", is used to input the student information. After entering 1 and pressing **RETURN**, the following screen will appear:

```
STUDENT NAME -> ? _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

SCHOOL ID. NUMBER -> _ _ _

     STUDENT ID. NUMBER -> _ _ _ _ _ _ _ _ _ _

SEX -> _    GRADE LEVEL -> _ _

            ETHNIC/RACE -> _

OVER-AGE/UNDER-ACHIEVER -> _

  HAND. COND. -> _ _ _  SERV. -> _ _ , _ _

DISADV. COND. -> _ _ _  SERV. -> _ _ , _ _
```

The following practice data will help acquaint the user with entering student information using the MICRO-VERS software package.

Input the following data onto the student information screen:

STUDENT NAME -> SMITH JIM_____

SCHOOL ID. NUMBER -> _ _ _

STUDENT ID. NUMBER -> 55017____

SEX -> M GRADE LEVEL -> 12

ETHNIC/RACE -> 5

OVER-AGE/UNDER-ACHIEVER -> _

HAND. COND. -> _ _ _ SERV. -> _ _ , _ _

DISADV. COND. -> _ _ _ SERV. -> _ _ , _ _

After each line entry has been completed, press RETURN to move to the next line. The beginning point of each line of entry is marked with the ? cursor as with the course update routine.

Note: If no data is to be entered for a specific line entry as in the option above, simply press the RETURN key to move to the next line entry. If a typing error is made, it can be corrected by using the back space key, (left arrow key), to back up to the incorrect information and retyping.

When the last entry is completed, pressing the RETURN key will display the following message:

PRESS 'R' TO RE-ENTER. PRESS 'RETURN' TO
ACCEPT OR PRESS 'ESC' FOR LAST ENTRY

PRESS 'R' TO RE-ENTER

If a mistake has been made in entering the data, pressing the letter R will remove the data from the screen and allow for the re-entry of the correct data.

PRESS 'RETURN' TO ACCEPT

Pressing the **RETURN** key will cause the data to be accepted by the program and return the screen for entering additional student data.

Since practice data is being entered at this time, try the first two options to become familiar with their operation. Begin with the first one, PRESS 'R' TO RE-ENTER. After re-entering the data from page 45 again, select Option two, PRESS 'RETURN' TO ACCEPT.

After entering the first student data, enter the following information into the file:

STUDENT NAME -> PETERMAN JIM_____

SCHOOL ID. NUMBER -> _ _ _

STUDENT ID. NUMBER -> 55019____

SEX -> M GRADE LEVEL -> 12

ETHNIC/RACE -> 3

OVER-AGE/UNDER-ACHIEVER -> Y

HAND. COND. -> _ _ _ SERV. -> _ _ , _ _

DISADV. COND. -> _ _ _ SERV. -> _ _ , _ _

Press **RETURN** to enter these data.

Continue to enter the student data from the example STUDENT RECORD FORMs included on the next few pages.

'ESC' FOR LAST ENTRY

When the last student has been entered, select the third option, PRESS 'ESC' FOR LAST ENTRY. Pressing the ESC key tells the micro-computer that this is the last entry to be made in the student file at this time. The STUDENT FILE EDIT ROUTINE menu of options will be returned to the screen.

Note: Should you press RETURN by mistake after the last student has been entered rather than ESC, the student data entry screen will return ready to receive another student as before. To record the data and exit the routine, press ESC in response to the first variable, STUDENT NAME. This will bypass the data entry and the routine may be exited in the normal manner.

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> | B | O | T | T | O | M | S | | T | O | M | | | | | | | | | |

SCHOOL ID. NUMBER -> | Ø | Ø | 2 |

STUDENT I.D.# -> | 5 | 5 | Ø | 4 | 8 | | | | |

SEX -> | M |

GRADE LEVEL -> | Ø | 9 |

ETHNIC/RACE -> | 2 |

OVER-AGE/UNDER-ACHIEVER -> | |

HANDICAP COND. -> | H | Ø | 3 | SERVICE CODE -> | Ø | 3 | | |

DISADV. COND. -> | | | | SERVICE CODE -> | | | | |

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> FALLS SHARON

SCHOOL ID. NUMBER ->

STUDENT I.D.# -> 55Ø22

SEX -> F

GRADE LEVEL -> 11

ETHNIC/RACE -> 5

OVER-AGE/UNDER-ACHIEVER ->

HANDICAP COND. ->

SERVICE CODE ->

DISADV. COND. -> DØ5

SERVICE CODE -> 15 17

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> GLADSTONE JERRY

SCHOOL ID. NUMBER ->

STUDENT I.D.# -> 55018

SEX -> M

GRADE LEVEL -> 11

ETHNIC/RACE -> 4

OVER-AGE/UNDER-ACHIEVER ->

HANDICAP COND. -> SERVICE CODE ->

DISADV. COND. -> SERVICE CODE ->

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> | H | O | L | L | O | W | A | Y | | G | L | E | N | | | | | | | |

SCHOOL ID. NUMBER -> | | | |

STUDENT I.D.# -> | 5 | 5 | 1 | Ø | 5 | | | | |

SEX -> | M |

GRADE LEVEL -> | 3 | Ø |

ETHNIC/RACE -> | 2 |

OVER-AGE/UNDER-ACHIEVER -> | |

HANDICAP COND. -> | | | | SERVICE CODE -> | | | | |

DISADV. COND. -> | 1 | Ø | 1 | SERVICE CODE -> | 2 | Ø | | |

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> JORDAN JOANN

SCHOOL ID. NUMBER -> 001

STUDENT I.D.# -> 552424

SEX -> F

GRADE LEVEL -> 10

ETHNIC/RACE -> 5

OVER-AGE/UNDER-ACHIEVER -> Y

HANDICAP COND. -> H01 SERVICE CODE -> 07 08

DISADV. COND. -> SERVICE CODE ->

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> | M | O | O | R | E | | D | A | N | | | | | | | | | | | | |

SCHOOL ID. NUMBER -> | | | |

STUDENT I.D.# -> | 5 | 5 | 1 | Ø | 6 | | | | |

SEX -> | M |

GRADE LEVEL -> | 3 | Ø |

ETHNIC/RACE -> | 3 |

OVER-AGE/UNDER-ACHIEVER -> | |

HANDICAP COND. -> | | | | SERVICE CODE -> | | | | |

DISADV. COND. -> | | | | SERVICE CODE -> | | | | |

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> SINGLETON JANET

SCHOOL ID. NUMBER ->

STUDENT I.D.# -> 55Ø38

SEX -> F

GRADE LEVEL -> Ø9

ETHNIC/RACE -> 5

OVER-AGE/UNDER-ACHIEVER ->

HANDICAP COND. ->

SERVICE CODE ->

DISADV. COND. ->

SERVICE CODE ->

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> | S | M | I | T | H | | J | A | N | E | | | | | | | | | | |

SCHOOL ID. NUMBER -> | | | |

STUDENT I.D.# -> | 5 | 5 | 0 | 2 | 0 | | | | |

SEX -> | F |

GRADE LEVEL -> | 1 | 1 |

ETHNIC/RACE -> | 2 |

OVER-AGE/UNDER-ACHIEVER -> | |

HANDICAP COND. -> | | | | SERVICE CODE -> | | | | |

DISADV. COND. -> | | | | SERVICE CODE -> | | | | |

F. EDITING STUDENT DATA

Option 2 -- EDIT STUDENT ENTRIES

{III-22}

"EDIT STUDENT ENTRIES", allows student information which was previously entered to be viewed and edited.

As the information is viewed, an opportunity to make changes in it will be provided. Enter a 2 and press RETURN. The following screen will appear:

```
 - - - - - - - - - - - - - - - - - - - - - - -
!   PLEASE INPUT STUDENT IDENTIFICATION      !
 - - - - - - - - - - - - - - - - - - - - - - -

STUDENT ID. ->  ?_______
```

In order to edit a student's file, the student's ID. number is typed into the micro-computer. After pressing the RETURN key, changes may be made to the student's file.

If the student's ID. number has not previously been entered, or if you have incorrectly typed the number, the following message will appear. For example, enter ID Number 55000 and press ESC.

```
STUDENT 55000 NOT FOUND
<<PRESS SPACE BAR TO CONTINUE >>
```

Pressing the space bar returns you to the STUDENT FILE UPDATE ROUTINE menu. If the student's ID. number is contained in the STUDENT FILE, the file will appear on the screen.

To change the student information, simply type in the new information right over the incorrect entry and press RETURN.

If you do not wish to change a line entry, pressing RETURN will automatically advance to the next line.

Try editing student ID number 55020 in the following manner:

```
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
!   PLEASE INPUT STUDENT IDENTIFICATION   !
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

   STUDENT ID. -> 55020____
```

When the RETURN key is typed, the usual message for RE-ENTER, ACCEPT or LAST ENTRY is given. Type ESC to this request.

The following will appear on the screen. Note that the ? cursor hides the first letter of the student's name. In addition, note that a new variable, PROGRAM COMPLETER, has appeared on the bottom of the screen. The use of this variable will be described in Section H.

```
STUDENT NAME -> ?MITH,JANE_________

SCHOOL ID. NUMBER -> _ _ _

     STUDENT ID. NUMBER -> 55020____

SEX -> F     GRADE LEVEL -> 11

             ETHNIC/RACE -> 2

OVER-AGE/UNDER-ACHIEVER -> _

  HAND. COND. -> ___     SERV. -> __,__

DISADV. COND. -> ___  SERV. -> __,__

PROG. COMPLETER -> _
```

Change this student's grade level from 11 to 12.

Note: Did you notice that you were not given the opportunity to change the student's ID. number in this option? The student ID. number is essential to the proper operation of the MICRO-VERS DATA MANAGER. Therefore, it must not be altered. To change a student's ID. number: (III-23)

1. *Delete the student using option three, DELETE STUDENTS FROM FILE.*

2. *Add all of the correct data on the student using option one, ADD STUDENTS TO FILE.*

After the student's grade level has been changed from 11 to 12 and the **RETURN** pressed repeatedly until the Program Completer entry has been passed, the message:

IS THIS CORRECT? Y/N

will appear at the bottom left of the screen. Press the **Y** key and then **RETURN**. Listed on the screen will be all the classes the student has taken this year. Since no enrollment information has been loaded, to this point, no courses are listed.

COURSE LIST FOR SMITH JANE

<<<<<<<< COURSES >>>>>>>>
A)DD, D)ELETE OR E)XIT?

The following descriptors apply:

A)dd - permits you to add courses to the student's list one at a time.

D)elete - permits you to delete courses from the student's list one at a time.

E)xit - returns you to the STUDENT FILE UPDATE ROUTINE

Since there no courses in the course list for this student, enter **E** followed by **RETURN**.

The SAVE THE CHANGES Y/N message will appear on the screen before making the final alteration to the student file. Since a change has been made in Jane Smith's file, enter **Y** to make the change and return to the STUDENT FILE UPDATE ROUTINE.

Option 3 -- DELETE STUDENTS FROM FILE

{III-24}

"DELETE STUDENTS FROM FILE", is used to delete student data that has been previously entered. When a student is no longer enrolled in a vocational program this option is used to delete the student's information from the student file.

Enter a 2 and press the **RETURN** key. The screen will display the following message:

```
! PLEASE INPUT STUDENT IDENTIFICATION !

STUDENT ID. -> ?_______
```

Type in the student ID. number as shown below.

```
! PLEASE INPUT STUDENT IDENTIFICATION !

STUDENT ID. -> 55017___
```

The following options will now be displayed:

PRESS 'R' TO RE-ENTER

If a mistake has been made in entering the data, in this case the student ID number, pressing the letter R will remove the data from the screen and allow for the re-entry of the correct data.

PRESS 'RETURN' IF CORRECT

Pressing the **RETURN** key will cause the data to be accepted by the program and return the screen ready for further deletion of student data records.

'ESC' FOR LAST ENTRY

Pressing the **ESC** key on the upper left hand side of the keyboard tells the micro-computer that this is the last deletion to be made in the student file. The STUDENT FILE EDIT ROUTINE menu will be returned to the screen.

Since this is only student to be deleted from the sample data, press ESC.

If an attempt is made to enter a student number that is not contained in the the student file, the following message will appear:

STUDENT NOT FOUND

<< PRESS SPACE BAR TO CONTINUE >>

When all student data has been entered, use Option 8, RETURN TO MAIN MENU, before turning the computer off.

Remember, never turn off the micro-computer without returning to the "Data Manager".

G. ENTERING CLASS ENROLLMENT

When STUDENT RECORD FORMs have been completed for each student and course enrollment at mid-term of the semester or quarter has been verified, course enrollment data may be entered into the computer.

Course enrollment information may be taken off class lists for each of the approved vocational courses. Listed below is a description of each variable to be entered into the computer. An example class list is included at the end of this section.

1. Variable Descriptions -- Class Data

Course Number -> (See page IV-10)

Student ID Number -> (See page IV-27)

Coop. Training Station C.I.P. Code Number -> When entering course enrollment information for Cooperative Education Courses, the C.I.P. Code Number corresponding to the training station occupation must be entered for each student.

EXAMPLE: 07.0305 = Student employed in data processing

Adult Variable Contact Hours -> In adult courses where students are enrolled in portions of the total course or in cases where attendance for the entire course is not required for successful completion, the teacher must keep accurate records regarding the amount of time spent in the class. These contact hours will vary among the students enrolled and must be entered at this time.

EXAMPLE: 71 = Seventy-one contact hours in class

2. Data Entry Procedures -- Class Enrollment Data

(III-26)

Class enrollment information is entered from the STUDENT FILE UPDATE ROUTINE menu. If that menu is not on the screen, return to the "Data Manager" menu and select Option 2, "Update Student File".

Select Option Two, UPDATE STUDENT FILE and press **RETURN**. The "Student File Update Routine" menu will be displayed:

```
**********************************
*                                *
*  STUDENT FILE UPDATE ROUTINE   *
*                                *
****STUDENT FILE IS 1.8% FULL****

  1) ADD STUDENTS TO FILE
  2) EDIT STUDENT ENTRIES
  3) DELETE STUDENTS FROM FILE
  4) ENTER A CLASS LIST
  5) ENTER VARIABLE CONTACT HOURS
  6) ENTER COOP. CLASSES
  7) ENTER SPECIAL ED. COOP(59.0106)
  8) CLOSE FILE AND EXIT

        ENTER YOUR CHOICE:
```

Option 4 -- ENTER A CLASS LIST

To enter the enrollment data into the MICRO-VERS program, enter Option 4 and press **RETURN**. The micro-computer will display the message:

```
-------------------------
!    ENTER CLASS LIST    !
-------------------------

      COURSE ID. -> ?___
```

Enter the following Course ID. Number and press **RETURN** to illustrate this procedure.

```
      COURSE ID. B260
```

As the computer can search for an Course ID number much faster than a course name, ID numbers are entered.

After entering the COURSE NUMBER and **RETURN**, the micro-computer verifies that the course number is contained in the course file. If the course number has not been previously entered into the course file, or if the number is incorrectly typed, the micro-computer will immediately respond:

```
      COURSE (NUMBER) NOT FOUND
<< PRESS SPACE BAR TO CONTINUE >>
```

If the Course ID number is correct, the following will appear:

```
                    COURSE ID -> B260

?_______  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________

          PRESS ESC TO EXIT, ENTER '<' TO BACK UP
```

Enter the following students into the class list. After each student ID. number is entered, press RETURN. Note: Press RETURN after the last entry before pressing the ESC key.

```
                    COURSE ID -> B260

55048___  55019___  55018___  55020___
________  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________
________  ________  ________  ________

          PRESS ESC TO EXIT, ENTER '<' TO BACK UP
```

Note: If a mistake has been made while entering the student ID numbers, hold down the shift key while pressing the comma key, (upper case comma = <), to back up one ID number at a time.

When all student ID numbers have been entered, press the ESC key to indicate the list is finished. The STUDENT FILE UPDATE ROUTINE menu will be returned.

The enrollment data for each vocational class is entered in the above manner with the exception of cooperative education classes. The entry of coop. classes is discussed later under Option Six.

For further data entry practice:

Enter student 55106 into the Carpentry Apprentice class, A400.

Enter student 55024 into the Clerical Office Proc class, B250.

Enter the students in Orientation to Business Occupations, B100 from the example class list shown on the next page.

This concludes the class list data entry. Press ESC to return to the STUDENT FILE UPDATE ROUTINE.

Mayberry Community District #100

Course Name: Orientation to Bus Occup

Course ID : B100

Semester : Fall, 1982

Room : 222

Period : 2

Instructor : Elliott Turner

Class List

	Student Name	ID Number	Grade Level
1.	Bottoms, Tom	55048	9
2.	Falls, Sharon	55022	11
3.	Jordan, Joann	55024	10
4.	Peterman, Jim	55019	12
5.	Singleton, Janet	55038	9

Option 6 -- ENTER COOP CLASSES

(III-28)

Since it is required that students enrolled in cooperative education classes be identified with a C.I.P. code number for their training station, Option Six is used to enter class lists for Coop. classes. DO NOT ENTER COOP CLASSES WITH OPTION 4.

When Option Six, "ENTER COOP. CLASSES" is selected, the following screen will appear:

```
                    INPUT COOP. STUDENTS
                    ===== ===== ========
   ID. NUM.              CIP  CODE     CREDIT  # TERMS  SO
==========================================================
 ? - - - - - - - - -   - - - - - - -    - - -      -     -
 - - - - - - - - - -   - - - - - - -    - - -      -     -
 - - - - - - - - - -   - - - - - - -    - - -      -     -
 - - - - - - - - - -   - - - - - - -    - - -      -     -
 - - - - - - - - - -   - - - - - - -    - - -      -     -
 - - - - - - - - - -   - - - - - - -    - - -      -     -
 - - - - - - - - - -   - - - - - - -    - - -      -     -
 - - - - - - - - - -   - - - - - - -    - - -      -     -
 - - - - - - - - - -   - - - - - - -    - - -      -     -
 - - - - - - - - - -   - - - - - - -    - - -      -     -
 - - - - - - - - - -   - - - - - - -    - - -      -     -
 - - - - - - - - - -   - - - - - - -    - - -      -     -
 - - - - - - - - - -   - - - - - - -    - - -      -     -
 - - - - - - - - - -   - - - - - - -    - - -      -     -
 - - - - - - - - - -   - - - - - - -    - - -      -     -
 - - - - - - - - - -   - - - - - - -    - - -      -     -
```

PRESS 'ESC' TO EXIT, ENTER '<' TO BACK UP

Begin by entering the student's ID. number, press **RETURN** and the cursor will move to the C.I.P. CODE entry.

Enter the C.I.P. CODE of the job assignment and press **RETURN**. The cursor will move to the CREDIT entry.

Enter the credit for the term. Press **RETURN** and the cursor will move to the #TERMS entry.

Enter the number of terms student can take this class in one year. Press RETURN and the cursor will move to the SO entry.

Enter a Y if the course is approved for Special Organization funding otherwise leave the space blank. Press **RETURN** and the cursor will move to the left side ready to enter the next student's ID. number.

Enter the following student data:

ID. NUMBER	CIP CODE	CREDIT	# TERMS	SO
55022	07.0305	1	2	_
55019	46.0201	1	2	_
55020	07.0705	1	2	_
55018	07.0305	1	2	_
55024	07.0305	1	2	_

When all of the student data for the Coop. classes has been entered from the class lists, move the cursor to the next line as if ready to enter another student and press ESC.

When the disk drive turns off, The STUDENT FILE UPDATE ROUTINE menu will be returned to the screen.

All data for the practice session has been entered. Select Option 8 to return to the "Data Manager" menu.

******CAUTION******
*** NEVER TURN THE MICRO-COMPUTER OFF WITHOUT ***
*** RETURNING TO THE MICRO-VERS DATA MANAGER ***

If the micro-computer is turned off at any other point, ALL OF YOUR HARD WORK WILL BE LOST!!

Remember to return the disks to their protective envelopes when you have finished using the MICRO-VERS program.

When the above course enrollment information has been entered for each of the approved vocational courses, this phase of data entry is complete. The next step in the process involves identifying completers of vocational education programs. Directions for completing this procedure is outlined in Section H.

H. DETERMINING PROGRAM COMPLETERS

Part IV of the VEDS report requires that, in addition to program enrollment, the number of students who have completed a vocational program be entered on each line 2 by racial/ethnic, sex, special needs and cooperative education categories. A program completer is defined as:

"A grade twelve student in a level 1 course who has finished a planned sequence of courses designed to meet an occupational objective that teaches entry-level job skills".

MICRO-VERS aids the local agency in identifying these students through the use of Option 3, "UPDATE COMPLETERS", on the MICRO-VERS DATA MANAGER menu.

A hard-copy print-out is provided which lists each student which meets the criteria for identification as a potential program completer. The local administrator may then check this list against student records to verify that the students have completed a sequence of courses comprising the vocational program with which they have been identified.

Option 3 also allows the operator to enter the program completion status for each student who has completed the entire sequence.

Place the MICRO-VERS PROGRAM Disk into Drive 1 and either turn the computer on or, if it is currently on, type in **PR#6**.

When the MICRO-VERS DATA MANAGER menu appears, enter **3**, UPDATE COMPLETERS. The following message will appear on the screen:

```
COMPLETER UPDATE PROGRAM
========= ====== =======

1) GENERATE COMPLETER LIST

2) ENTER COMPLETERS

3) RETURN TO MAIN MENU

   ENTER YOUR CHOICE:
```

To generate a list of potential program completers, enter **1** and press **RETURN**. A message will appear on the screen which indicates the progress which the computer is making in identifying potential completers. When the search is finished, the following message will appear:

```
SEARCH FINISHED
FOUND 2 POSSIBLE COMPLETERS.

BEGINNING SORT PHASE.
```

The sample data entered earlier contained two students who met the criteria as grade twelve and were enrolled in a level 1 class. These students are now being arranged into alphabetical order. After a brief pause, the following message will be displayed:

```
    SORT PHASE COMPLETE
    PLEASE READY PRINTER.

<< PRESS SPACE BAR TO CONTINUE >>
```

Since there are potentially large numbers of students who may be identified as program completers, this portion of the MICRO-VERS system requires that a line printer be connected to the micro-computer. The hard-copy print-out that is produced will also allow the local administrator the time required to check student records against the list and make final decisions regarding completions.

At this point the operator should turn the line printer power switch to on. When this is done, press the **SPACE BAR** to continue. The following table will be printed on the line printer:

```
STUDENT NAME            ID.        PROGRAM/COURSE
=================================================================

PETERMAN JIM            :55019     07.0305          COMPLETER ->___
                                     PROGRAMMING I


SMITH JANE              :55020     07.0305          COMPLETER ->___
                                     PROGRAMMING I

===== FINISHED =====
```

The space to the right of the word COMPLETER in each student's record is provided for a check mark which is to be placed beside each student who has completed the vocational program indicated.

For the sample data which has been entered, consider that Jim Peterman has completed the Computer Programming sequence, 07.0305.

When the printer has finished listing each of the potential program completers, the COMPLETER UPDATE PROGRAM menu will be returned to the screen.

After each of the program completers has been identified on the print-out, select Option 2, ENTER COMPLETERS from this menu and press RETURN. The following will appear on the screen:

```
-----------------------------------------------
!              ENTER COMPLETER LIST             !
-----------------------------------------------

  ST. ID.        CIP        ST. ID.        CIP

 ?_______     _______     _________     _______
 _________    _______     _________     _______
 _________    _______     _________     _______
 _________    _______     _________     _______
 _________    _______     _________     _______
 _________    _______     _________     _______
 _________    _______     _________     _______
 _________    _______     _________     _______
 _________    _______     _________     _______
 _________    _______     _________     _______
 _________    _______     _________     _______
 _________    _______     _________     _______
 _________    _______     _________     _______
 _________    _______     _________     _______
 _________    _______     _________     _______

        PRESS ESC TO EXIT, ENTER '<' TO BACK UP
```

Enter the student ID numbers and C.I.P. Code numbers for each of the students who have been identified as program completers on the check list.

Press RETURN after entering each ST. ID. and C.I.P. The < symbol may be used to back up one entry in order to correct a mistake.

When each program completer has been entered, press **ESC** to exit the program and return to the COMPLETER UPDATE PROGRAM menu.

Enter the ID number for Jim Peterman, **55019** and the C.I.P. Code for Computer Programming, **07.0305** onto the screen as directed above. After pressing **ESC** the menu will be returned to the screen and the student will have been recorded as completing the desired vocational program.

When all program completers have been identified and recorded in the computer files, select Option **3**, and press **RETURN**. The "Data Manager" menu will be returned to the screen and the Student **DATA** disk may be removed from the drive.

I. COMPILING THE REPORTS

This section deals with displaying the Reimbursement Claims report and Parts III, IV and V of the VEDS report. The procedures explained in the previous sections must be completed before generating either report.

1. Report Generating

{III-36}

In order to generate the reports, place the **MICRO-VERS PROGRAM** disk into Drive 1. Start the system by either turning the micro-computer power switch on, or if the micro-computer is already on, type the command **PR#6** followed by the **RETURN** key. When the program has been loaded, the "Data Manager" menu will be displayed.

Select Option 6, "MICRO-VERS Reports" from the menu. You will be instructed to place the **PRINTER** disk in Drive 1 at this time. Remove the **PROGRAM** disk, remembering to return the disk to its protective envelope, and insert the **PRINTER** disk into Drive 1. Place the "Data Disk" into Drive 2. Press the space bar to continue.

The "MICRO-VERS Reporting Feature" menu will be displayed on the screen. Select Option 1, "VEDS and Claims Secondary".

The disk drive will access for a period of time while both the COURSE DATA and the STUDENT DATA are compiled by the micro-computer. Depending on the number of courses and students in the files, this process may take several minutes. The progress of the work being completed will be displayed on the screen.

IMPORTANT

DO NOT OPEN EITHER DISK DRIVE DOORS WHILE THE DATA IS BEING COMPILED BY THE MICRO-COMPUTER

It is not necessary that the operator sit in front of the micro-computer while the compilation is in progress. The computer will wait for further input when it has finished compiling the report data.

2. Program Tie Situations

(III-36)

In cases when students are enrolled in two or more vocational programs showing equal amounts of credit, (a tie situation), the operator will be required to make a decision regarding the appropriate program.

Since the sample data loaded thus far contains a program tie for one of the students, the following screen will appear for that student.

```
                        PROGRAM TIES
STUDENT NAME: JORDAN JOANN
  STUDENT ID: 55024

TRAINING LEVEL COURSES IN WHICH STUDENT
IS ENROLLED
============================================================
CLERICAL OFFICE PROC:07.0705
COOP. ED.           :07.0305
============================================================
IN WHICH PROGRAM CODE DO YOU WANT THIS
STUDENT TO BE COUNTED?
1) 07.0305
2) 07.0705
SELECT ONE PROGRAM => 2
```

Make a decision regarding the program in which to claim as the student's program of study. In this case, enter a **2** corresponding to 07.0705 and press the **RETURN** key.

When all of the program tie situations have been completed, the micro-computer will display the following message:

```
ARE THERE OTHER DATA DISKS  Y/N?
```

Since the sample data is contained on a single DATA disk, press **N** and **RETURN**.

3. Completing the Reports

```
WHERE WOULD YOU LIKE THE OUTPUT TO GO?

        1 )  SCREEN ONLY
        2 )  SCREEN AND PRINTER

PLEASE ENTER AND PRESS 'RETURN'
```

If it is desired that the report data is to be displayed on the monitor screen and printed copy of the data is not required, select Option One--SCREEN ONLY, and press **RETURN**. However, If printed copy is necessary, select Option Two, SCREEN AND PRINTER and press **RETURN**.

To complete the Reimbursement Claims and Parts III, IV and IV of the VEDS Reports, copy the data from the screen or the printed copy to its appropriate position on the report form. The name of the appropriate form as well as the position on the form is provided.

Since secondary students in the sample data were enrolled only in business classes, the table should appear as follows:

VEDS PART III
RACIAL/ETHNIC AND SEX DESIGNATIONS

07.0000	AI/AN	ASIAN	BLACK	HISP	WHITE
MALE	0	1	0	0	0
FEMALE	0	0	0	0	2

PART III TOTAL => 3

HANDICAPPED	L.E.P.	DISADVANTAGED
2	0	0

LEVEL 9/10 => 3
LEVEL 11/12 => 0

The last screen for VEDS Part III displays the total for this section. Since program areas other than 07.0000 were not included in the sample data, this screen is the same as the one shown above.

The next screens after the VEDS Part III display data for VEDS Part IV for each of the C.I.P. Codes included in the sample data for which there is enrollment.

VEDS PART IV (11/12 ONLY)

07.0305	AI/AN	ASIAN	BLACK	HISP	WHITE
MALE	0	0	1	1	0
COMPLETER	0	0	1	0	0
FEMALE	0	1	0	0	1
COMPLETER	0	0	0	0	0

PART IV TOTAL => 4
1

HANDICAPPED	L.E.P.	DISADVANTAGED
0	0	1
0	0	0

CO-OP STUDENTS => 2
0

VEDS Part V information is displayed next. The following screen shows the data from the sample entered earlier:

VEDS PART V

	HAND.	LEP	DISADV.
PART III	2	0	0
PART IV	0	0	1
TOTAL 1 AND 2	2	0	1
MAINSTREAM NO SUPPORT	0	0	0
MAINSTREAM SUPPORT	2	0	1
SEPARATE	0	0	0

The reimbursement claims information are reported next. Part II of the claims report contains orientation level, (approval code 3), course enrollment data and an unduplicated count of special needs students eligible for claiming.

Part III of the reimbursement claims report contains training level, (approval code 1), data. As with the VEDS reports, the information may be copied directly onto the prepared forms from the screen or the hardcopy print-out.

CLAIMS PART II

01.0000 =>	0.0	15.0000 =>	0.0
03.0000 =>	0.0	17.0000 =>	0.0
04.0000 =>	0.0	20.0000 =>	0.0
06.0000 =>	0.0	43.0000 =>	0.0
07.0000 =>	2.0	46.0000 =>	0.0
08.0000 =>	0.0	47.0000 =>	0.0
09.0000 =>	0.0	48.0000 =>	0.0
10.0000 =>	0.0	49.0000 =>	0.0
12.0000 =>	0.0	59.0000 =>	0.0
		TOT. SP =>	0.0

HANDICAPPED TOTAL => 2.0

L.E.P. TOTAL => 0.0

ECON./ACAD. TOTAL => 1.0

CLAIMS PART III

PROGRAM	CIP CODE	TOT. ENR.
COMPUTER PROGRAMMING	07.0305	4

LEVEL 1 COURSES		LEVEL 1 SP. ORG.	
NON-COOP	COOP	NON-COOP	COOP
3.0	2.0	3.0	0.0

PROGRAM	CIP CODE	TOT. ENR.
GENERAL OFFICE CLERK	07.0705	1

LEVEL 1 COURSES		LEVEL 1 SP. ORG.	
NON-COOP	COOP	NON-COOP	COOP
1.0	0.0	0.0	0.0

Upon completing the above screens, the following message is displayed:

PRESS 'RETURN' IF ADULTS ARE TO BE RUN

ELSE PRESS 'ESC' TO END PROGRAM

You may try your hand at running the adult data on the disk or if you feel you have had enough practice, press the ESC key to return to the "MICRO-VERS Reporting Feature" menu.

PART V
APPENDICES

Appendix A - Sample Forms

Appendix B - Glossary of Terms

Appendix C - Resources

CODES FOR COMPLETING THE STUDENT RECORD FORM

School ID # -> Blank = Home School
001 - 999 = Assigned to Each Participating School Under Special Organization

Sex -> M = Male
F = Female

Grade Level -> 09 = Ninth Grade
10 = Tenth Grade
11 = Eleventh Grade
12 = Twelfth Grade
30 = Adult

Ethnic/Race -> 1 = American Indian/Alaskan Native
2 = Asian/Pacific Islander
3 = Black, not Hispanic
4 = Hispanic
5 = White

Over-Age/Under-Achiever -> Blank or N = No
Y = Yes

Handicap Condition -> H01= Mentally Retarded
H02= Hard of Hearing
H03= Deaf
H04= Speech Impaired
H05= Visually Handicapped
H06= Emotionally Disturbed
H07= Orthopedically Impaired
H08= Other Health Impaired
H09= Deaf/Blind
H10= Multihandicapped
H11= Learning Disability

Service Code -> Handicapped: Use service codes 01 - 19 below

01= Equipment Modification
02= Facility Modification
03= Reader, Interpreter, Note-taker
04= Special Occup. Class or Program
05= Special Educ. Resource Services
06= Special Transportation Services
07= Remedial Math, English, Reading
08= Tutorial Services
09= Extra Counseling; Voc. Guidance
10= Job Placement and Follow-up
11= Adjusted Time
12= Material/Curriculum Modification
13= Special Equipment
14= Special Instructional Materials
15= Special Testing
16= Paraprofessional, Teacher Aide
17= Economic Assistance
18= Special Needs Coordinator
19= Other _____
20= Bilingual Voc. Instructor/VESL

Disadvantage Condition -> L01= Limited English Proficiency
D01= Lacks Reading Skills
D02= Lacks Writing Skills
D03= Lacks Math Skills
D04= Performs below grade level
D05= Economically Disadvantaged

Service Code -> L.E.P. : Use service codes 07 - 20 above
Disadvantaged: Use service codes 07 - 19 above

VOCATIONAL EDUCATION STUDENT RECORD FORM

STUDENT NAME -> |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

SCHOOL ID. NUMBER -> |__|__|__|

STUDENT I.D.# -> |__|__|__|__|__|__|__|__|__|

SEX -> |__| GRADE LEVEL -> |__|__|

ETHNIC/RACE -> |__|

OVER-AGE/UNDER-ACHIEVER -> |__|

HANDICAP COND. -> |__|__|__| SERVICE CODE -> |__|__|,|__|__|

DISADV. COND. -> |__|__|__| SERVICE CODE -> |__|__|,|__|__|

(Codes for completing the above form on reverse side)

APPENDIX B
GLOSSARY OF TERMS

- Academically Disadvantaged = Refers to persons who are two years below grade level in either of the following:
  - reading and writing skills
  - mathematical skills

  If students are disadvantaged for academic reasons and limited English proficiency, they should be claimed as limited English proficiency, not both. Operationally, academically disadvantaged students may be determined at the secondary level by reporting students enrolled in remedial programs or performing below grade level on standardized tests or failing a grade.

- Adult Non-Credit Training Level Course = An adult course which provides training level skills but is not part of a program sequence. These courses have an approval code of 6. All students are grade 30. Enrollment in these courses will be reported in VEDS Part III.

- Adult Non-Credit Training Level Program = An adult course which is part of a program sequence. These courses have an approval code of 5. All students are grade 30. Enrollment in these courses will be reported in VEDS Part IV.

- Adult Student = An adult student who is enrolled in a non-credit course with an approval code 5, 6, or 7 and is reported as grade level 30.

- Alaskan Native or American Indian= A person having origins in any of the original peoples of North America, or who maintains cultural identification through tribal affiliation or community recognition.

- Apprenticeship = Related courses for persons registered by Federal or State government leading to journey-worker status. Apprenticeship courses receive an approval code 7. All students are grade 30. (VEDS Part III)

- Asian American or Pacific Islander = A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or Pacific Islands. This includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam.

- Black, not Hispanic = A person having origins in any of the black racial groups of Africa.

- Contact Hours = The number of hours an adult course is to meet during a given term.

- Contact Hours Claimed = The number of enrollments on the third session multiplied by the number of contact hours.

- Cooperative Education C.I.P. Code = All students enrolled in an approved cooperative education program will be assigned a 6 digit C.I.P. Code based on the training station placement.

- Economically Disadvantaged = Refers to any of the following:
  - Family income is at or below national poverty level
  - Participant, parent(s), or guardian of the participant is umemployed
  - Participant or parent of participant is recipient of public assistance
  - Participant is institutionalized or under State guardianship

  If students are disadvantaged for economic reasons and limited English proficiency, they should be claimed as limited English proficiency, not both. Operationally, economically disadvantaged may be determined by reporting students at the secondary level who are participating in a free or reduced lunch program, Aid to Families of Dependent Children program or work-study program.

- Handicapped Student = A person who is classified in one of the following eleven handicap conditions, enrolled in a vocational education program and has an Individual Education Plan (IEP) as prescribed under P.L. 94-142. Substantive evidence of a handicapping condition must be on file either from medical records or, where appropriate, by psychological (and/or psysiological) diagnoses.

- Deaf = Means a hearing impairment which is so severe that the child is impaired in processing linguistic information through hearing, with or without amplification, which adversely affects educational performances.

- Deaf/Blind = Means concomitant hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational problems that they cannot be accommodated in special educational programs solely for deaf or blind children.

- Hard of Hearing = Means a hearing impairment, whether permanent or fluctuating, which adversely affects a child's educational performance, but which is not included under the definition of "deaf".

- Mentally Retarded = Means significantly subaverage general intellectual functioning existing concurrently with defects in adaptive behavior and manifested during the developmental period, which adversely affects a child's educational performance.

- Multihandicapped = Means concomitant impairments (such as mentally retarded/blind, mentally retarded/orthopedically impaired, etc.), the combination of which causes such severe educational problems that they cannot be accommodated in special education programs solely for one of the impairments. The term does not include deaf/blind children.

- Orthopedically Impaired = Means a severe orthopedic impairment which adversely affects a child's educational performance. The term includes impairments caused by congenital anomaly (e.g., clubfoot, absence of some member, etc,), impairments caused by diseases (e.g., poliomyelitis, bone tuberculosis, etc.), and impairments from other causes (e.g., cerebral palsy, amputations, fractures or burns which cause contractures).

- Other Health Impaired = Means limited strength, vitality, or alertness, due to chronic or acute health problems such as a heart condition, tuberculosis, rheumatic fever, nephritis, asthma, sickle cell anemia, hemophilia, epilepsy, lead poisoning, leukemia, or diabetes, adversely affecting a child's educational performance.

- Seriously Emotionally Disturbed = The term means a condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree, which adversely affects educational performance.

  - An inability to learn which cannot be explained by intellectual, sensory, or health factors.
  - An inability to build or maintain satisfactory interpersonal relationships with peers and teachers.
  - Inappropriate types of behavior or feelings under normal circumstances.
  - A general pervasive mood of unhappiness or depression. (continued on next page)
  - A tendency to develop physical symptoms or fears associated with personal or school problems.

The term includes children who are schizophrenic or autistic. The term does NOT include children who are socially maladjusted, unless it is determined that they are seriously emotionally disturbed.

- Specific Learning Disability = Means a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, which may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or to do mathematical calculations. The term includes such conditions as perceptual handicaps, brain injury, minimal brain dysfunction, dyslexia, and developmental sphasia. The term does NOT include children who have learning problems which are primarily the result of visual, hearing, or motor handicaps, of mental retardation, or of environmental, cultural, or economic disadvantaged.

- Speech Impaired = Means a communication disorder, such as stuttering, impaired articulation, a language impairment, or a voice impairment, which adversely affects a child's educational performance.

- Visually Handicapped = Means a visual impairment which, even with correction, adversely affects a child's educational performance. The term includes both partially seeing and blind children.

- Hispanic = A person of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.

- Initializing Disks = Before a computer can use a diskette, the diskette must be initialized. Initializing a diskette erases all files from the diskette and places a copy of DOS in tracks 0, 1 and 2.

-Limited English Proficiency = Member of a national origin minority who does not speak and understand the English language in an instructional setting well enough to benefit from vocational studies to the same extent as a student whose primary language is English.

- Mainstream/Support = refers to a program conducted in an integrated setting, i.e., students having special needs together with students not having special needs. A student having special needs should be reported in this section if he/she participates in a mainstream vocational education program in which added support services are provided with vocational funds.

- Mainstream/No Support = refers to a program conducted in an integrated setting, i.e., students having special needs together with students not having special needs. A student having special needs should be reported in this section if he/she participates in a mainstream vocational education program in which no support services are provided with vocational funds.

- Occupational Homemaking (20.0101) = This program includes courses planned to provide experiences which will provide males and females with the opportunities necessary for the development of the competencies needed to successfully combine the occupations of homemaking and wage-earning.

- Occupational Program = A planned sequence of courses, services or other vocational education activities specifically associated with a 6-digit C.I.P. code, designed to meet specific vocational objectives.

- Orientation Level Course = A course approved at a level 3 whose enrollment for funding purposes is restricted to grades 9, 10, and 11. There is no limit on the number of orientation level courses in which a student may be claimed.

- Over Age/Under Achiever = A student who has been enrolled in high school for more than two school years and does not carry an eleventh grade status may be classified as an over aged/under achiever. If such students are classified as disadvantaged and/or handicapped and are provided a service, they are eligible to be claimed in training level courses.

- Potential Adult Completer = An adult student who is enrolled in an approved level 5 course and has finished a planned sequence of courses designed to meet a occupational objective that teaches entry-level job skills.

- Potential Program Completer = A grade 12 student in a level 1 course who has finished a planned sequence of courses designed to meet an occupational objective that teaches entry-level job skills.

- Recognition = Refers to the type of award (such as a certificate) given adult program completers for completion of a defined sequence of courses, services or activities designed to meet a vocational objective as defined in advance by the institution offering the program.

- Separate Settings = Refers to a program in which the person with special needs is enrolled at a regular school or separate institution in a vocational education program where enrollment is limited to handicapped, limited English proficiency or disadvantaged persons. Includes all students in the following C.I.P. Coded program: 59.0106 (VEDS Part V, Sec. B)

- Secondary Training Level Course = An approved level 1 course which is specifically associated with a 6-digit OE code and is designed to meet specific vocational objectives. Enrollment for funding purposes is restricted to grades 11 and 12.

- Turn-Around Document = Portion of the the Local Plan for Vocational Education which is used for approval of vocational programs and courses. Form 15-72. Formerly referred to as Form VE-4 and VE-6.

- Unduplicated Count = Means an individual is reported in only one program regardless of the number of programs in which he or she was enrolled during the year.

- VEDS = Vocational Education Data System. Annual report required of each local education agency who receives Federal funds for vocational education.

- Variable Contact Hours = The number of hours each individual student is in attendance during a given term.

- Variable Contact Hours Claimed = The total number of actual contact hours for all enrolled students during a given term.

- White, not Hispanic = A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

APPENDIX C
RESOURCES

Hardware Documents

1. Apple Computer Inc., Apple II Reference Manual, Cupertino, Ca: 1980.

2. Apple Computer Inc., Applesoft II Programming Reference Manual, Cupertino, CA: 1980.

3. Apple Computer Inc., Applesoft II Tutorial Manual, Cupertino, CA: 1980.

4. Apple Computer Inc., The DOS Manual, Cupertino, CA: 1980.

5. Osborne, Apple II User's Guide, McGraw Hill, Berkeley, CA: 1981.

Illinois State Board of Education Documents

1. Handbook for Vocational Education Program Planning, Springfield, IL: 1980.

2. Instructions for Forms ISBE 21-01, Secondary Level Programs, Vocational Education Data System Report, Springfield, IL: (Annual Revisions).

3. Instructions for Forms ISBE 21-05, Adult Level Programs, Vocational Education Data System Report, Springfield, IL: (Annual Revisions).

4. Local District Plan for Vocational Education, Springfield, IL: (Annual Revisions).

5. Rules and Regulations for the Administration of Vocational Programs, Springfield, IL: 1980.

6. Vocational Education for Handicapped, Limited English Proficiency and Disadvantaged Persons, Springfield, IL: 1981.

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